A User Guide to

PEP – Practice Environment Profile

Version 1.9

poppi Plymouth Online Practice Placement Information

WITH PLYMOUTH UNIVERSITY

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1 Introduction

1.1 ARC: The Online Placement Management System

To improve the student and practice provider experience, the NHS South West Strategic Health Authority (SHA) and Plymouth University, have jointly funded ARC, a web-based online placement management system. ARC aims to provide up to date information on student placements throughout a range of healthcare disciplines across the South West Region.

As a web-based system, it is accessible via any computer with an internet connection, i.e. from home, the University or the Placement area. ARC consists of two distinct areas: Practice Environment Profile (PEP) and Placements on the Web (POW). Both areas are accessed via the Plymouth Online Practice Placement Information (POPPI) website.

1.2 Plymouth Online Practice Placement Information (POPPI) Website

POPPI emerged because of the implementation of the ARC online placement management system, the need for easy access to a range of information and materials for those associated with supporting learners in practice and, for those with an interest in practice learning. Whether you are a practice supervisor, mentor, educator or service user, there is information on POPPI to help. The POPPI website is an integral part of the Plymouth University website and is located at www1.plymouth.ac.uk/placements/poppi

We are working with practice providers, staff and students to ensure that we make available relevant information on POPPI without the need to log in or to register, including:

- Online access to PEP & POW
- Audits
- Mentor centre
- Codes of practice
- Policies & procedures
- Occupational health
- Disability Assist Service
- Programme information
- Useful Contacts

If there is any further information you wish to see on POPPI, or you wish to contact the POPPI web team, please email poppi@plymouth.ac.uk.

1.3 Practice Environment Profile (PEP)

PEP has benefits for both practice placement area staff and healthcare students. Each placement area has ownership of the information contained on their PEP, with the ability to update their profile. Placement areas can view live information about students allocated to their area and can access reports on specific placement information. Much of the information held on the PEPs is viewable to students who are allocated to that placement area. The students are therefore much more aware of the experiences they will encounter whilst in this specific environment. We hope this will lead to better-informed students going into practice.

1.4 Placements on the Web (POW)

POW provides students with details of their placement, what to expect whilst on placement and a complete placement profile. This includes contact details, what to wear and facilities available to them. As each programme has differing practice requirements prior to registration, POW also shows record of attendance for each student.

2 PEP User Accounts & Logging In and Out

2.1 Username and Password

Access to the PEP requires a username and password. These are controlled by the Plymouth University, ARC Systems Team. If you have a legitimate reason to require access, please email PEP Support on pepsupport@plymouth.ac.uk. Confirmation of your access rights will be required from your Trust, typically the PDT Clinical Lead. Your username and default password will be sent to you via email. Please note PEP support is monitored Monday to Thursday 0800-1630hrs and Friday 0800 – 1600hrs. We endeavour to acknowledge your email as soon as operationally possible, but within one working week.

2.2 Login

a. Ensure Pop-up blockers are switched off

Before you access the PEP, you must ensure that if the toolbar or browser has a pop up blocker as standard, it is switched '**off'**. To turn it off follow these steps:

- Open Internet Explorer by clicking the 'start' button and then clicking 'Internet Explorer'
- Click the 'Tools' button on the top menu bar, and then click 'Pop-up Blocker'.
- Click 'Turn off pop-up blocker'

b. Go to the POPPI website:

Figure 1: Internet Address Field

- Launch the internet browser, by clicking on the 'start' button, then internet explorer.
- Type web address: www1.plymouth.ac.uk/placements/poppi in the address field and then press enter:
- Save the web address as a favourite, by clicking the Add Favourite button and following the on screen instructions.

c. Access the PEP Login page from POPPI:

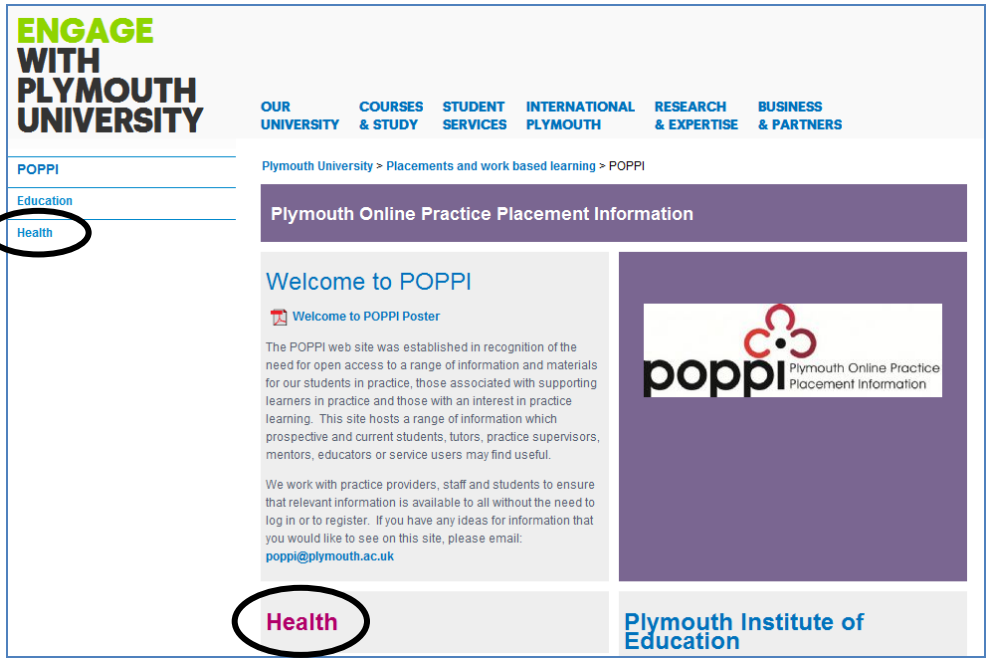

ENGAGE WITH PLYMOUTH UNIVERSITY
OUR UNIVERSITY
COURSES & STUDY
STUDENT SERVICES
INTERNATIONAL PLYMOUTH
RESEARCH & EXPERTISE
BUSINESS & PARTNERS
POPPI
Education
Health
Plymouth University > Placements and work based learning > POPPI
Plymouth Online Practice Placement Information
Welcome to POPPI
Welcome to POPPI Poster
The POPPI web site was established in recognition of the need for open access to a range of information and materials for our students in practice, those associated with supporting learners in practice and those with an interest in practice learning. This site hosts a range of information which prospective and current students, tutors, practice supervisors, mentors, educators or service users may find useful.
We work with practice providers, staff and students to ensure that relevant information is available to all without the need to log in or to register. If you have any ideas for information that you would like to see on this site, please email:
poppi@plymouth.ac.uk
poppi Plymouth Online Practice Placement Information
Health
Plymouth Institute of Education

Figure 2: Plymouth Online Practice Placement Information (POPPI) Homepage

- Click on 'Health' on either of the options as shown in Figure 2 above.
- Click on 'ARC Login' on the left-hand menu
- You will then be given the choice between PEP and POW Login. Click on PEP Login (POW is for the students) and you will taken to the screen as shown below (Figure 3).

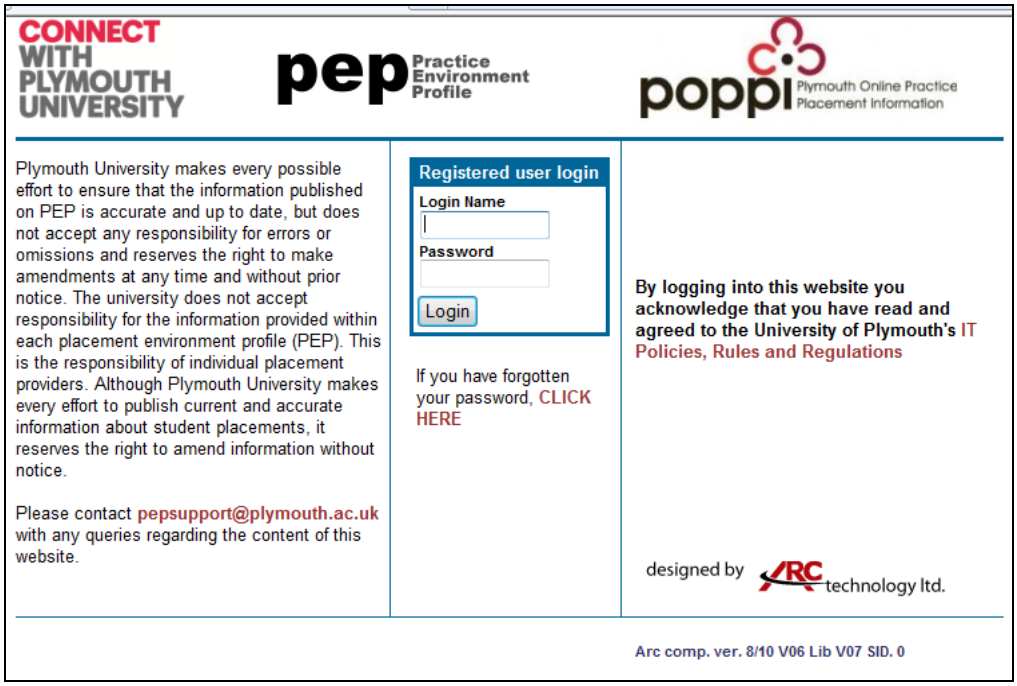

CONNECT WITH PLYMOUTH UNIVERSITY
pep Practice Environment Profile
poppi Plymouth Online Practice Placement Information
Plymouth University makes every possible effort to ensure that the information published on PEP is accurate and up to date, but does not accept any responsibility for errors or omissions and reserves the right to make amendments at any time and without prior notice. The university does not accept responsibility for the information provided within each placement environment profile (PEP). This is the responsibility of individual placement providers. Although Plymouth University makes every effort to publish current and accurate information about student placements, it reserves the right to amend information without notice.
Please contact pepsupport@plymouth.ac.uk with any queries regarding the content of this website.
Registered user login
Login Name
Password
Login
If you have forgotten your password, CLICK HERE
By logging into this website you acknowledge that you have read and agreed to the University of Plymouth's IT Policies, Rules and Regulations
designed by ARC technology ltd.
Arc comp. ver. 8/10 V06 Lib V07 SID. 0

Figure 3: PEP Login Page

- Enter your **full email** address as your login name and the password provided by PEP Support in the fields as shown below. Please note: Login and Passwords are case sensitive.

When you successfully login to PEP, the homepage will appear. It consists of a menu bar, a search field, a key and details of all practice profiles to which you are assigned.

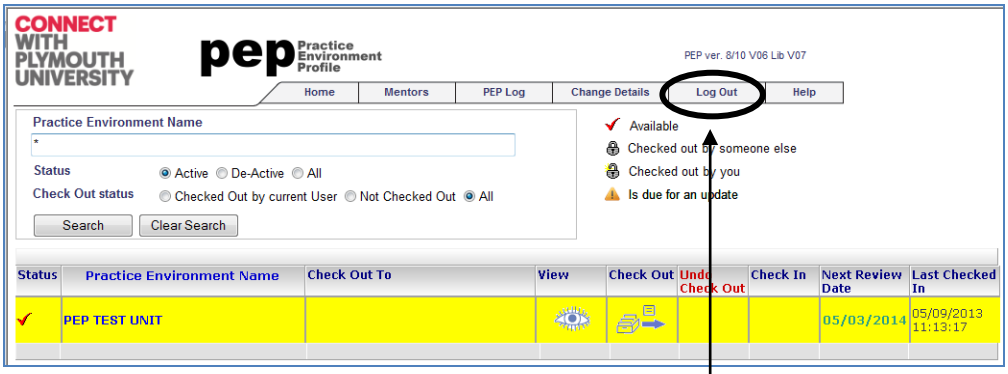


Figure 4: PEP Homepage

d. Log Out

To exit the website click the Log Out button on the PEP main menu bar (Figure 4).

2.3 Login Trouble Shooting

In some instances, a user may experience difficulties logging onto PEP. Below are common reasons why this may be the case, with remedies.

2.3.1 Pop-up Blockers

If the Pop-up Blocker remains switched on, you will receive the following message to the top left of the web browser, click on it and select 'Always Allow Pop-ups from This Site…'

Figure 5: Pop-up Blocked Message

Figure 6: Always Allow Pop-up from this Site Message

Alternatively, if you have the 'pop-ups blocked' icon in the bottom right of the screen, click on the icon and select 'Add this site to the trusted URLs list'. If the problem persists contact pepsupport@plymouth.ac.uk

Figure 7: Pop-ups Blocked Icon

Figure 8: Add this site to the trusted URLs List Message

2.3.2 Forgotten Password

The PEP homepage contains a link for forgotten passwords. Click on the link and your password will automatically be sent to your registered email account. If this does not solve the problem, email pepsupport@plymouth.ac.uk from your registered email account including your full name; trust/independent sector and/or placement name; learning community and details of any technical error message you may have received.

2.3.3 Any other issues

Any problems accessing this site should be reported to the Support team via the email address pepsupport@plymouth.ac.uk. Include your name, title, phone number, where you are accessing from (university or hospital site) and any error messages appearing. However, in the first instance please review the above common problems to see if this resolves the issue.

2.4 User Account Permissions

Your role within practice and placements dictates what user permissions you have, to access and edit information within the PEP. The two levels are:

- View only – Facilitators/Mentors/Educators
- Edit rights – In accordance with local Trust OR placement area policy

Only those users with editable rights can update profiles to reflect changes within their host, hospital or trust.

3 PEP Homepage & Menus Overview

On successful login to the PEP, the homepage appears. It consists of a menu bar, a search field, icon key and details of all practice profiles to which you are assigned. If you are associated with a number of PEPs, all will appear, but over a number of pages.

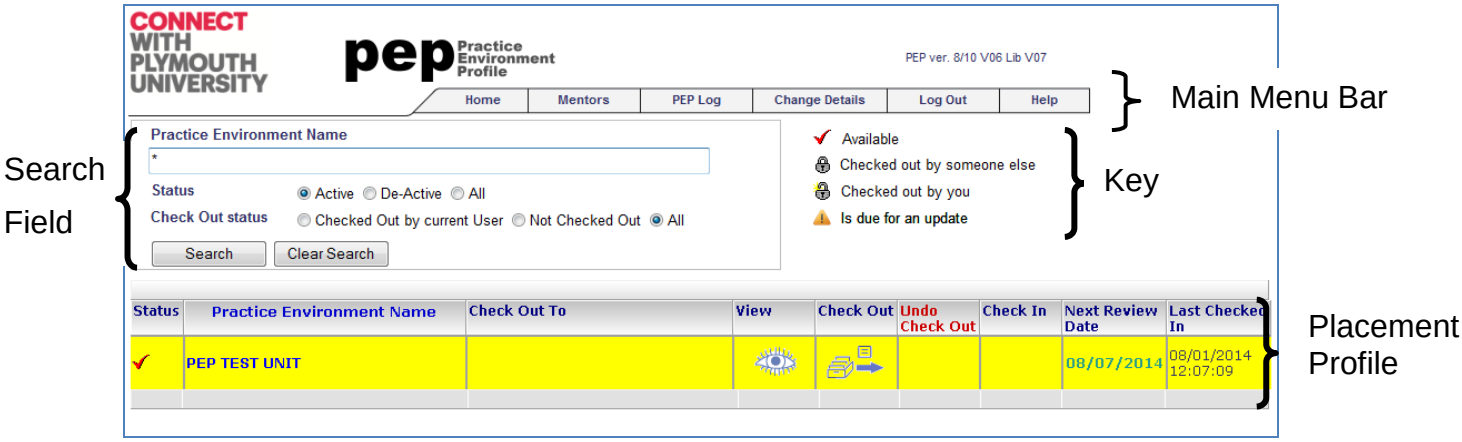


Figure 9 PEP Homepage

3.1 Search Field

This field is used to search for a particular practice profile to which you are assigned. There are a number of methods to enable the user to do so. This feature is not case sensitive and allows searches using full or part PEP names.

a. If you know the full name of the PEP, replace the * in the search field with the PEP name, select 'active' and press the search button.

b. If do not know the full name or you are assigned to more than 50 PEPs, use the * in the search field with part of the PEP.

For example, in **Error! Reference source not found.**, the PEP highlighted in yellow, is found by scrolling down the page, typing the placement name including the code (PEP TEST UNIT) or typing part of its name (TEST) in the search field. See the appendix for prefix codes.

c. If there are still more than 50 hosts, you will need to search again entering more information.

3.2 Main Menu Bar

3.2.1 Mentors

- Through this button you can:
- Search for mentors
- Add multiple PEP access to existing mentors
- Add new Mentors
- Edit existing mentor details

To find out more information about the Mentors button, please see the Educators/Mentors section of this user guide (6.4.4).

3.2.2 PEP Log

An audit tool created to allow the tracking of activity for each practice profile. It shows when each PEP was last updated, by whom and what action was taken.

3.2.3 Change Details (Password)

Click here to change your user account password. You will then be prompted to insert your current and new password**Error! Reference source not found.**. There is no password policy. Your password is your choice, however, please ensure you keep it secure and do not share it with anyone. If you forget your password go to section 2.3.2 for details on how to request your password be sent to you.

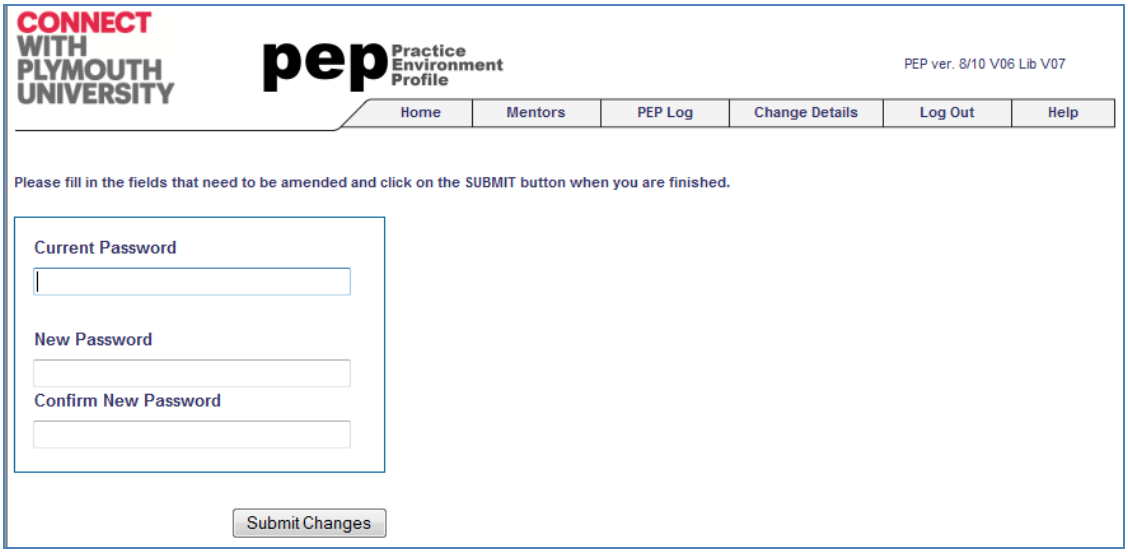


Figure 10 Change Details – Password

3.2.4 Log Out

Click here to log out of PEP and return to the login page.

3.2.5 Home

Click here to return to the PEP home page.

3.2.6 Help

Click here to email pepsupport@plymouth.ac.uk

In some Trusts this Outlook window will not form automatically when you click on the e-mail address, therefore you should copy and paste the e-mail address into a new message.

3.3 Key

PEP available to you

PEP checked out to someone else, the name and email address of the user who has checkout out the PEP will appear in the Checked Out to column.

PEP is checked out to you. You can either continue working on entering information on to the PEP or Check In the PEP to make this available for other people.

View – if you see this icon you can View the current information in this PEP. If you do not see this icon you may already have the PEP Checkout Out. Some users may be set up to View PEPs only, in which case this is the only icon you will see.

Check out – look in the Check Out column if you see this icon you can click straight in it to go to the PEP.

Check In – when you have completed updating the PEP, using the Edit PEP and Save buttons you then press the Check In icon on the home page or from within the PEP to confirm your changes back to the database. Until you have completed this action the PEP will remain Checked Out to you.

Undo Check Out – Use this button if you would like to cancel your current session without saving any changes.

3.4 Placement Profiles

If you are assigned to less than 50 PEPs they are listed in pages. Click the page number to go to the next page of PEPs. To view less PEPs type in the placement name in the search box. A breakdown of the PEP fields is as follows:

- Status: Shows whether the PEP is available. The key for the Status symbols always appears next to the search box.
- PEP: Official ARC database name of the practice placement
- Checked Out To: Indicates if a user is currently editing the PEP, and who they are.
- View: To look at the PEP in more detail
- Check Out: Move the PEP offline to update or change it
- Undo Check Out: Make PEP to available to all users without saving changes
- Check In: Make PEP available to all users including saving changes

NB: Availability of the 'View', 'Check Out', 'Undo Check Out' and 'Check In' columns indicates what rights you have in accordance with your user account permissions, (i.e. whether you are a view only or editable user).

- Next Review: The date when the placement is due to be reviewed
- Last-Checked in: The date when the PEP was last updated

4 Step by Step Guide to VIEW Information

- Login to PEP (see section 2.2)
- Navigate to your PEP (section 3)

- Click on the View icon to go to the placement profile homepage (Figure 11 and 12)

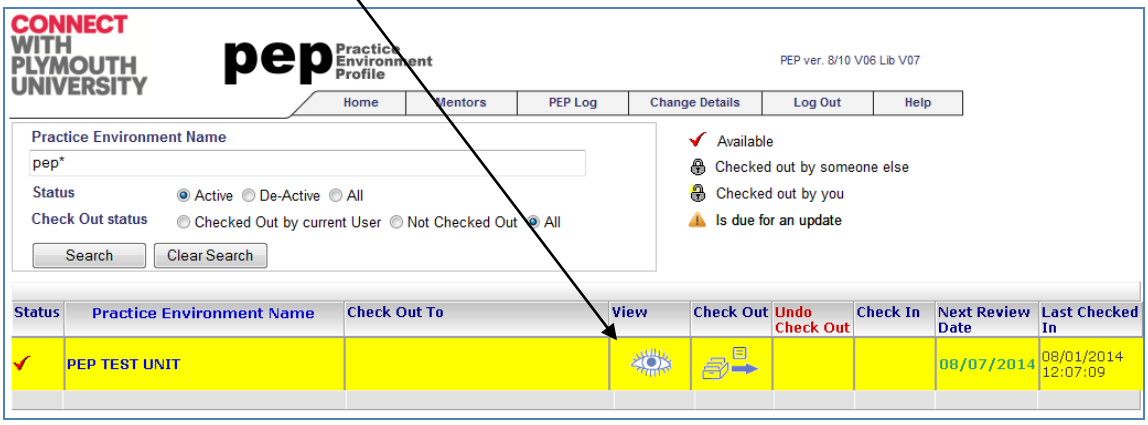


Figure 11 PEP Homepage

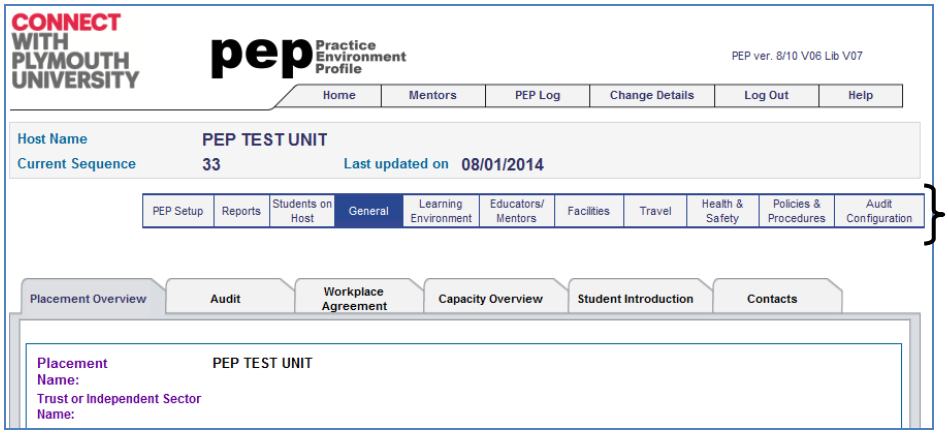


Figure 12 Profile Homepage

4.1 Profile Menu

The profile navigations menu provides information about each placement area. Key sections of this data are used to update the student's placement website (POW). Click on any button to navigate through it.

PEP Setup	Guidance notes for editing PEPs
Reports	Provides the PEP user with the facility to prepare, print or export management reports to MS Word or Excel on educators, facilities, general information, health and safety, the learning environment, students on host, travel, equality & diversity issues, incidents/accidents, infection control, inoculations, pregnancy and sickness.
Students on Host	Provides the placement area to access student allocations to their area, with limited access to contact details for students
General	Placement overview, audits, capacity, student introduction and contacts, Dress Code, working patterns, shift times
Learning Environment	Information for all students and individual programme about individual PEPs, learning experience, team profiles & type of care provided by the team
Educators/Mentors	for Educators/Mentors linked to this area who are qualified to supervise students in placement (in development for some Trusts)
Facilities	Information for students about the Library, Computing & Study Area, Canteen and Changing Facilities
Travel	Directions, public transport and parking
Health and Safety	Employers Liability, Public Liability
Policies & Procedures	Incidents/accidents, inoculation injuries, infection control, pregnancy, sickness and Equality & Diversity

4.2 Colour Coding of Profile Information – Who can edit what?

Profile fields are colour coded to indicate who, and at what level, the information is populated and edited.

Purple	Information taken from the ARC database. Trust and placement users must contact : pepsupport@plymouth.ac.uk to request any changes
Green	Generic information populated at Trust level from GEN XXX PEP templates (where XXX is your Trust name). On completion of changes to a GEN, notify pepsupport@plymouth.ac.uk to ensure the changes are populated across all PEPs within your Trust or placement area
Blue	Information can be amended by individual placement host areas, by the users with editable rights

4.3 View Details of your Practice Environment Profile

Click on any of the options on the profile menu to view information on you practice profile: General, learning environment, educators/mentors, facilities, travel, health & safety, policies & procedures. For a full description of what each section contains see section 6.4. For full details of viewing students allocated to your placement area, see section 4.4. You may need to scroll down the screen to see all information.

4.4 View Students on Placement

- Click on the 'Students on Host' button on the profile menu
- Enter the dates that you wish to search for students within your placement area, ensure that you click on the dates (Figure 13) and
- Click on 'Show Students' to display a list of the students allocated to your placement area (Figure 14). For a printable copy, run a report (see section 5)

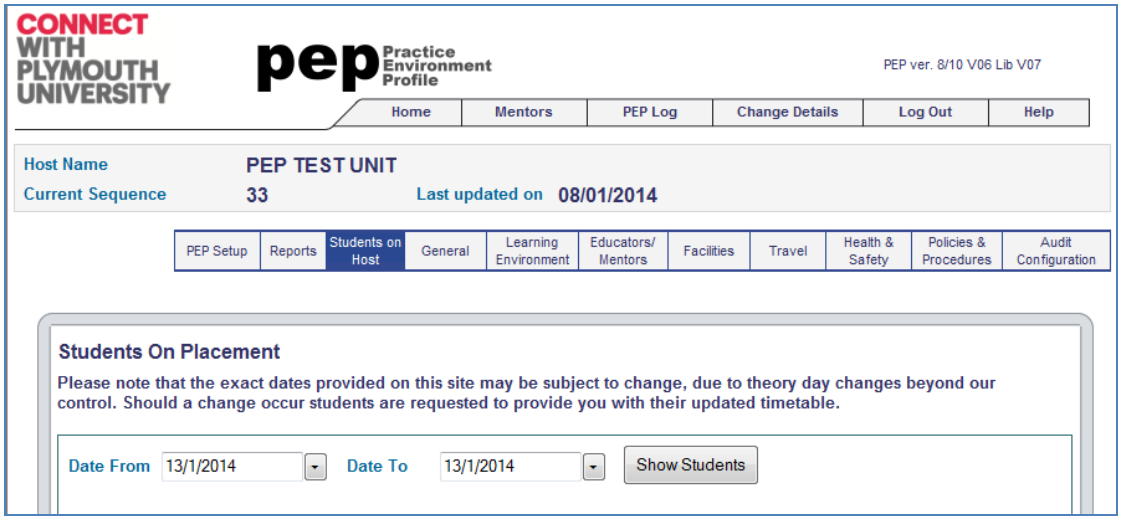


Figure 13 Students on Placement - Date Selection

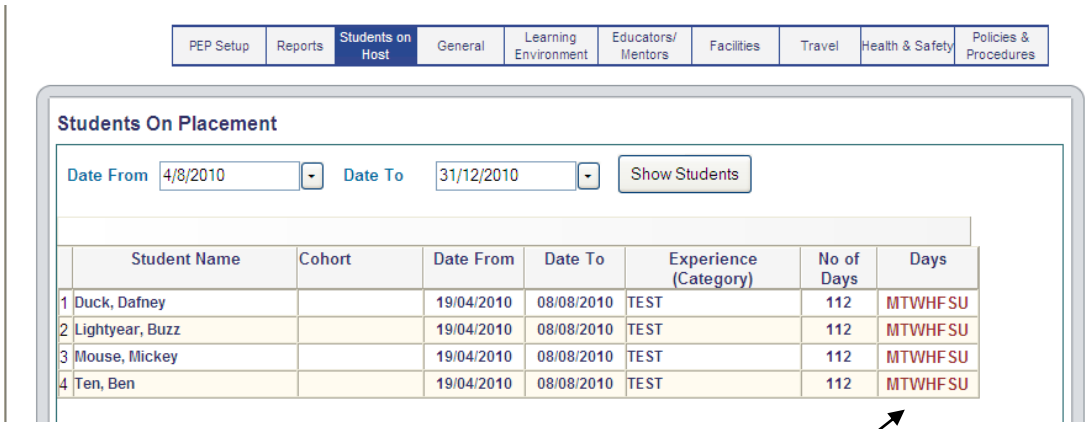


Figure 14 Student on Placement Listing

M – Monday	T – Tuesday	W – Wednesday	H – Thursday
F – Friday	S – Saturday	U - Sunday	

These are the days the student is rosterable

5 Reports

5.1 Introduction

Reports provide a variety of management information and print outs of fields within each PEP.

- Click on the 'Reports' button on the profile navigation menu
- Choose report source by selecting one of the four options on the screen. It is recommended you click either:
    - 'Run report for selected PEP' for only one PEP
    - 'Run report for all user's PEPs' for information on all PEPs you are assigned to

  For editable users only, the following additional report sources are available:
    - 'Run report for current profile data' for what is currently saved to that host (ie following the last Check-in)
    - 'Run report for profile data under review' for a review of the data you are currently updating, but before the PEP is formally checked-in
- Scroll down and click on the report name you require. Or click on 'Next' to see the next page of reports. A new window will open and from there you can view or print the report or export it to MS Word or Excel.

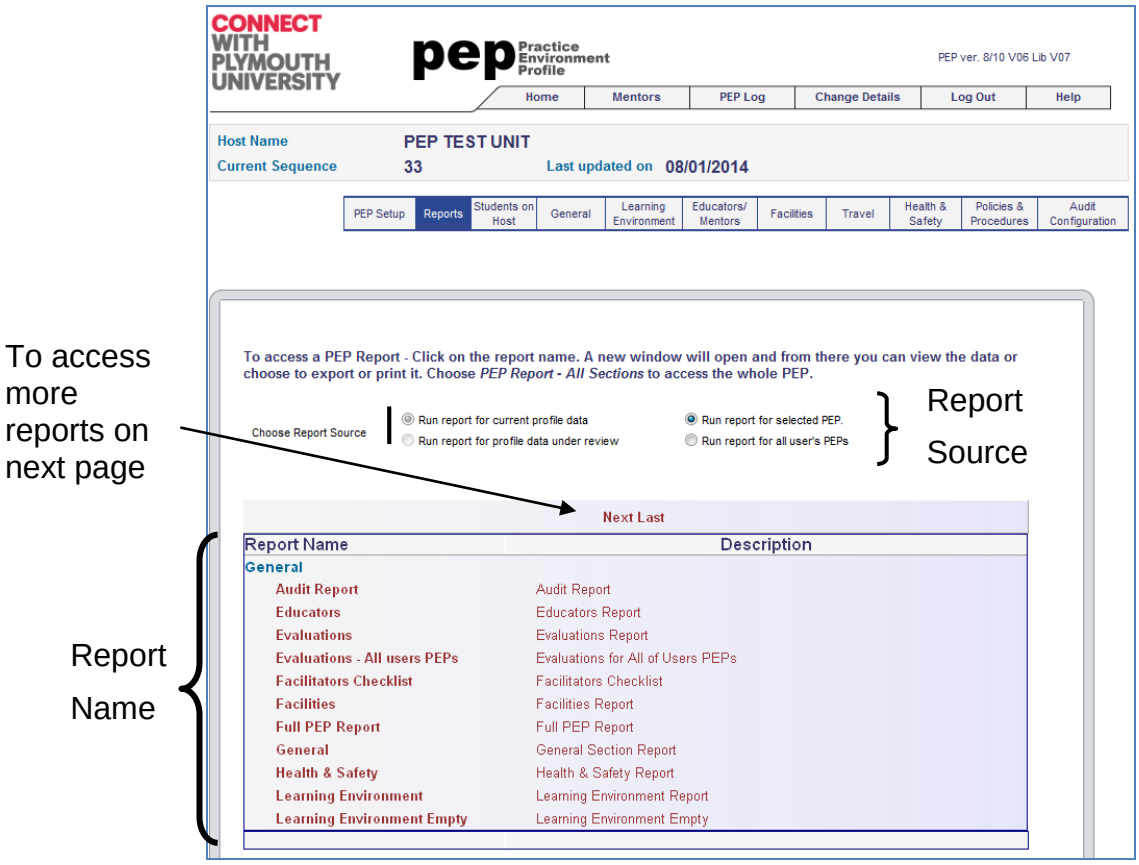


Figure 15 Reports Page

5.2 Students on Host Report (Placement Allocation)

- Follow the stages in section 5.1 and click on 'Students on Host' (Figure 15). A new window opens (Figure 16).

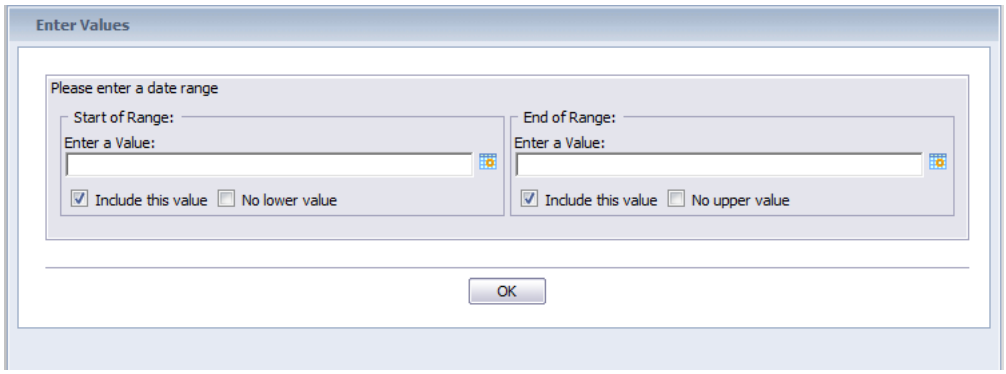


Figure 16 Date Fields for a Student on Host Report

- Click on each calendar button to select the date range for your report (Figure 17) and click 'OK'

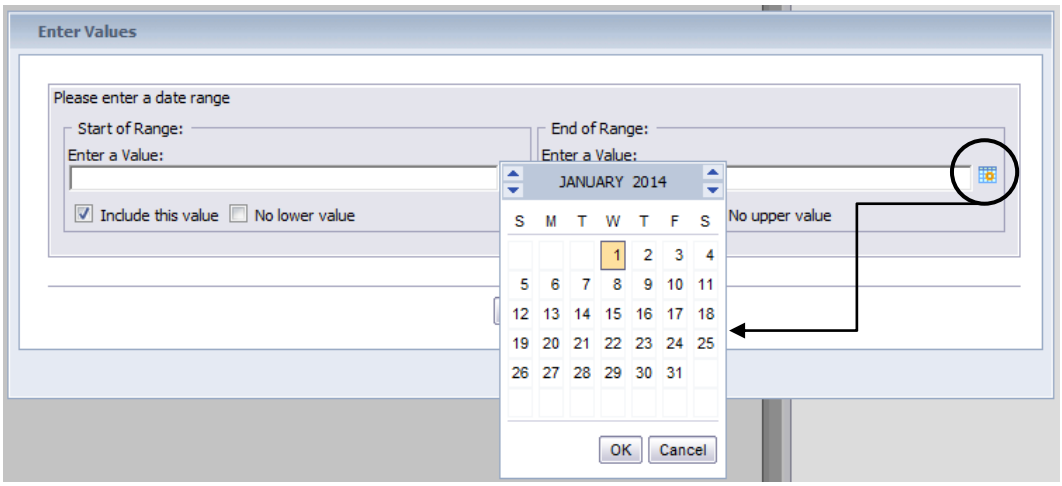


Figure 17 Date Fields for a Student on Hosts Report

- The system will compile a list of students on host between the specified dates and provide a report. The headings are shown in Figure 18.

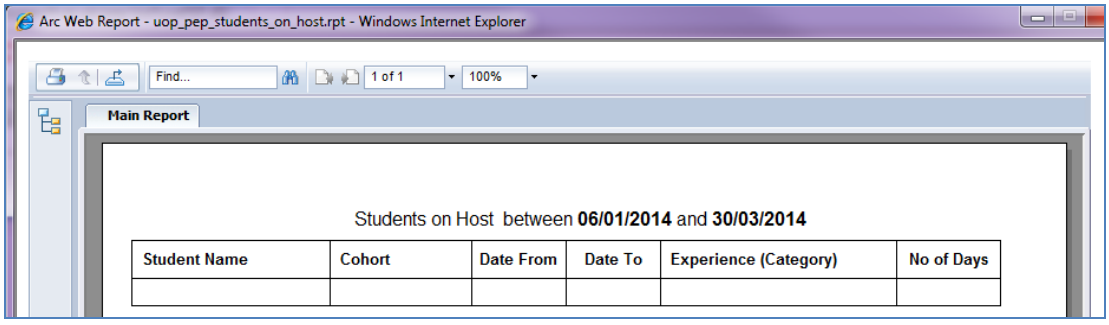


Figure 18 Students on Host Report

- You can export this report to another format in accordance with instructions in section 5.5.

5.3 Full PEP Report

- Follow the stages in section 5.1 and click on 'Full PEP Report'. A new window opens (see Figure 19).

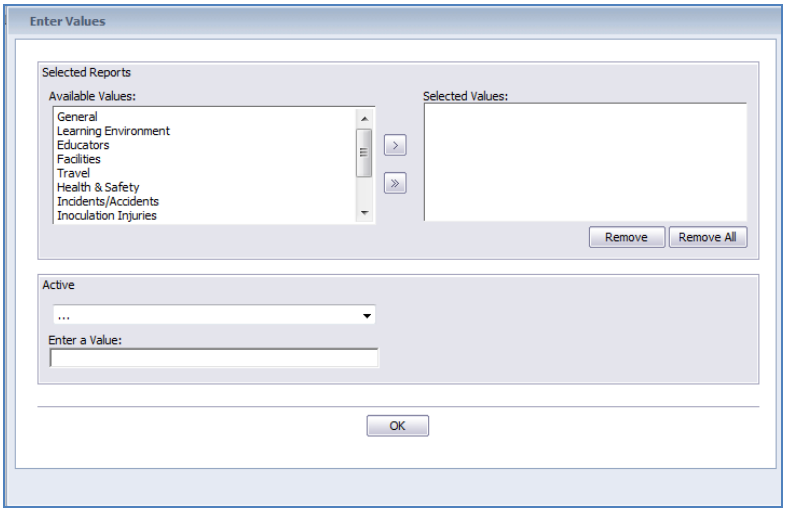


Figure 19 Parameters Field of a Report

- The 'value' field lists all the sub-sections of a PEP. Click on the field you wish to select. The selected field will highlight blue. Then click the > button. Your selected field will now appear in the Selected Values window. Repeat this process for every sub-section you wish to include in the report.
- To remove a sub-section, click on it in the Selected Values window. If successfully selected it will highlight the line in blue. Then click the Remove button.
- When you have selected your sub-sections, you need to change the search to 'Active' by clicking on the drop down arrow next to '…' in the Active window.
- You do not need to enter a value in the Enter a Value box – please leave this box as it will change accordingly to 'True' when you select Active.
- When all the required sub-sections are selected, click on the OK button. Please wait, as this process can take a few minutes before the report appears on your screen.
- To export this report, click on the Export button which is circled below (Figure 20)

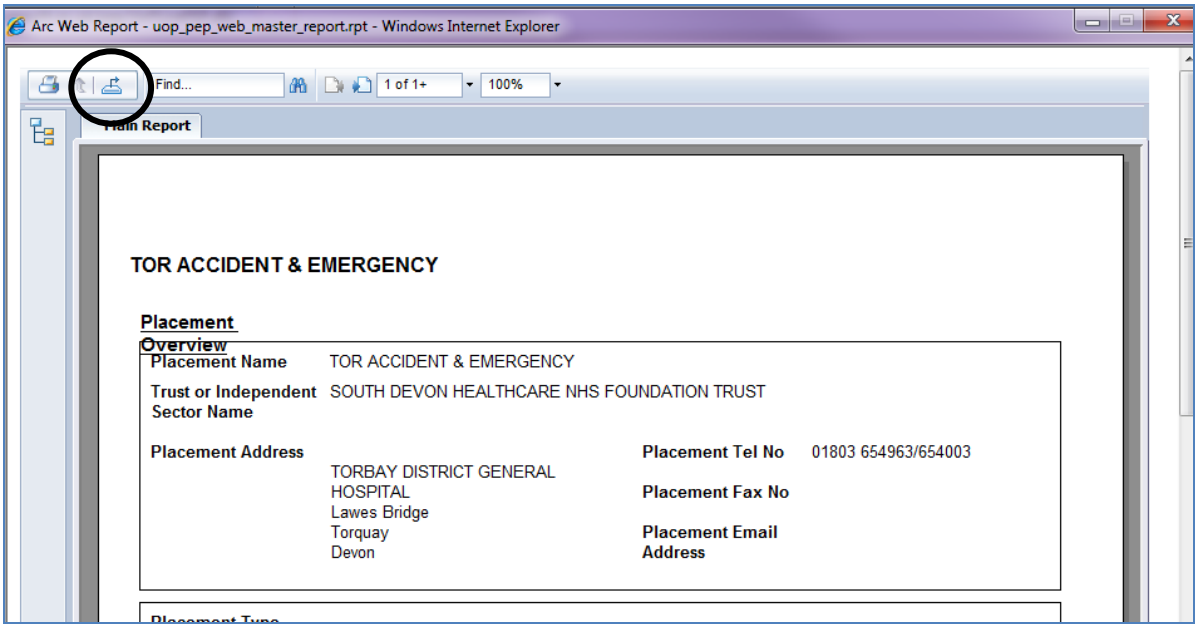


Figure 20 Example of a Full PEP Report

5.4 Learning Environment

- Follow the stages in section 5.1 and click on “Learning Environment” report (Figure 15), a new window appears (Figure 21).

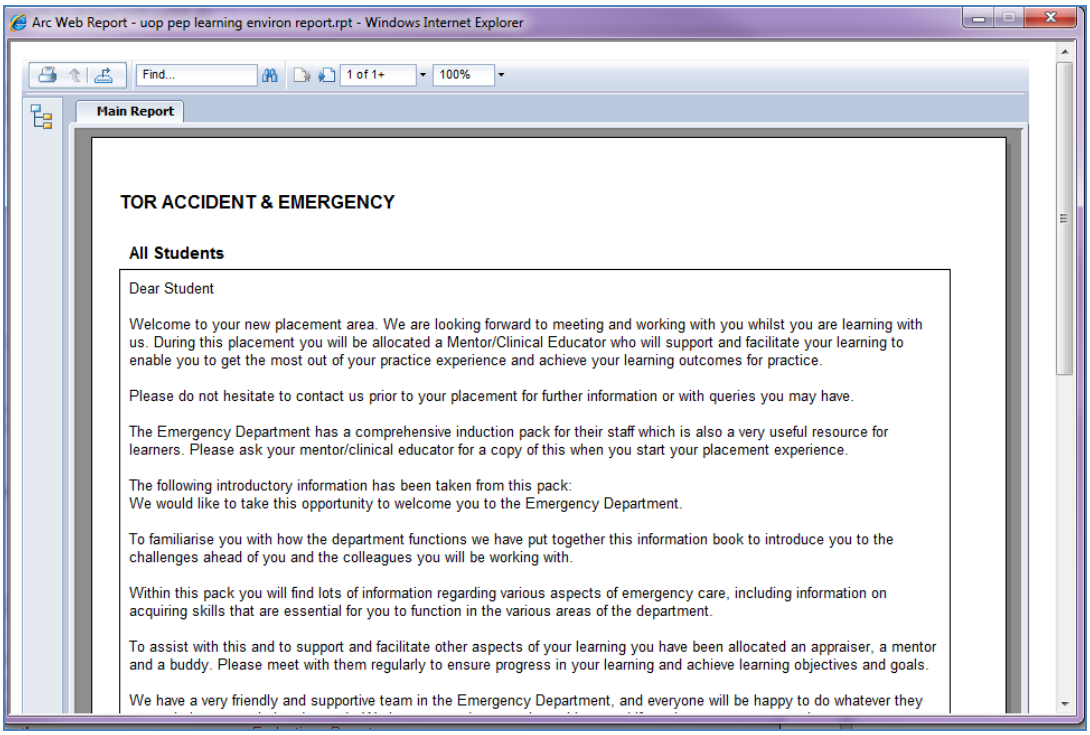

Arc Web Report - uop pep learning environ report.rpt - Windows Internet Explorer
Find...
1 of 1+
100%
Main Report
TOR ACCIDENT & EMERGENCY
All Students
Dear Student
Welcome to your new placement area. We are looking forward to meeting and working with you whilst you are learning with us. During this placement you will be allocated a Mentor/Clinical Educator who will support and facilitate your learning to enable you to get the most out of your practice experience and achieve your learning outcomes for practice.
Please do not hesitate to contact us prior to your placement for further information or with queries you may have.
The Emergency Department has a comprehensive induction pack for their staff which is also a very useful resource for learners. Please ask your mentor/clinical educator for a copy of this when you start your placement experience.
The following introductory information has been taken from this pack:
We would like to take this opportunity to welcome you to the Emergency Department.
To familiarise you with how the department functions we have put together this information book to introduce you to the challenges ahead of you and the colleagues you will be working with.
Within this pack you will find lots of information regarding various aspects of emergency care, including information on acquiring skills that are essential for you to function in the various areas of the department.
To assist with this and to support and facilitate other aspects of your learning you have been allocated an appraiser, a mentor and a buddy. Please meet with them regularly to ensure progress in your learning and achieve learning objectives and goals.
We have a very friendly and supportive team in the Emergency Department, and everyone will be happy to do whatever they

Figure 21 Example of Learning Environment Report

This report is particularly useful if you wish to review and amend the content of the Learning Environment for your PEP.

This report can be printed, or if you prefer, export it to MS Word (see section 5.5) where you can work with the content of the document, and then Copy and Paste the revised text into the Learning Environment in your PEP.

5.5 Exporting a Report to other formats (e.g. MS Word or Excel)

- Click on the Export button (Figure 20) to go to the export page (Figure 22).
- Select which format you wish to export the report to by clicking on the title to highlight it and click on OK (Figure 23)

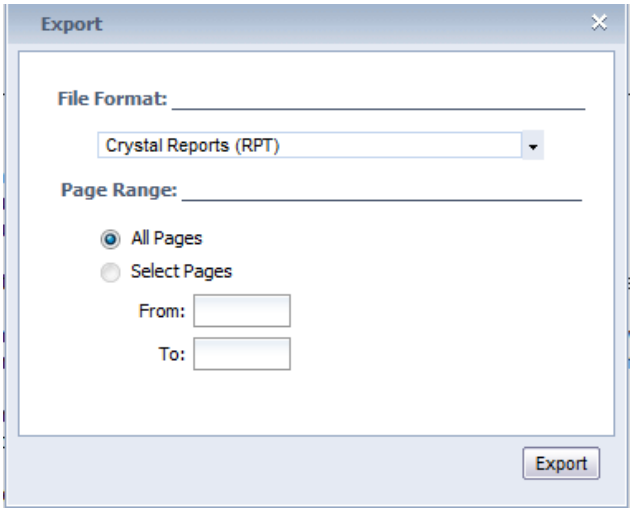


Figure 22 Export Page

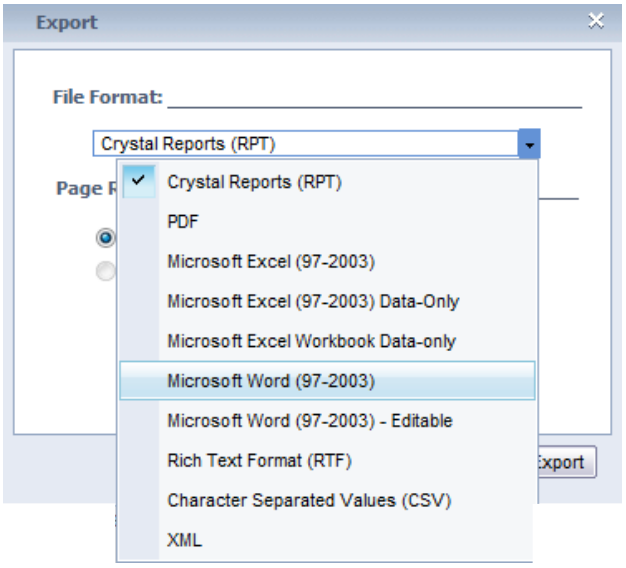
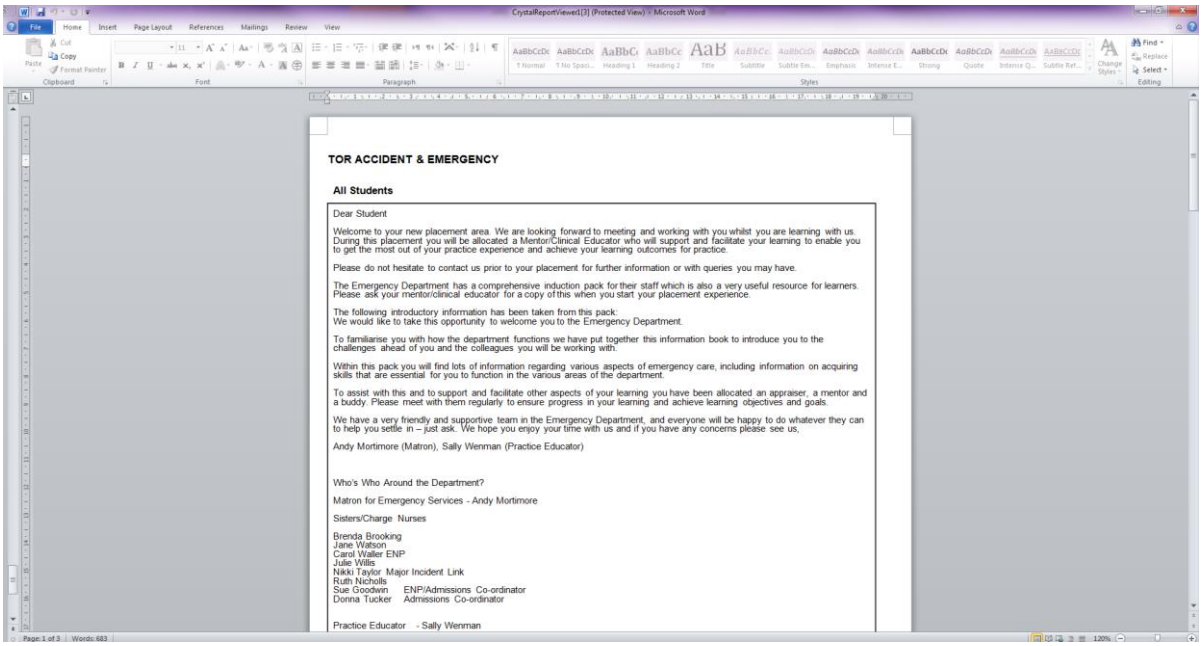


Figure 23 Format Selection

- Your report will automatically appear on your screen in your chosen format (Figure 24).



TOR ACCIDENT & EMERGENCY

All Students

Dear Student

Welcome to your new placement area. We are looking forward to meeting and working with you whilst you are learning with us. During this placement you will be allocated a Mentor/Clinical Educator who will support and facilitate your learning to enable you to get the most out of your practice experience and achieve your learning outcomes for practice.

Please do not hesitate to contact us prior to your placement for further information or with queries you may have.

The Emergency Department has a comprehensive induction pack for their staff which is also a very useful resource for learners. Please ask your mentor/clinical educator for a copy of this when you start your placement experience.

The following introductory information has been taken from this pack:
We would like to take this opportunity to welcome you to the Emergency Department.

To familiarise you with how the department functions we have put together this information book to introduce you to the challenges ahead of you and the colleagues you will be working with.

Within this pack you will find lots of information regarding various aspects of emergency care, including information on acquiring skills that are essential for you to function in the various areas of the department.

To assist with this and to support and facilitate other aspects of your learning you have been allocated an appraiser, a mentor and a buddy. Please meet with them regularly to ensure progress in your learning and achieve learning objectives and goals.

We have a very friendly and supportive team in the Emergency Department, and everyone will be happy to do whatever they can to help you settle in – just ask. We hope you enjoy your time with us and if you have any concerns please see us,

Andy Mortimore (Matron), Sally Wenman (Practice Educator)

Who's Who Around the Department?

Matron for Emergency Services - Andy Mortimore

Sisters/Charge Nurses

Brenda Brooking
Jane Watson
Carol Waller ENP
Julie Willis
Nikki Taylor Major Incident Link
Ruth Nicholls
Sue Goodwin ENP/Admissions Co-ordinator
Donna Tucker Admissions Co-ordinator

Practice Educator - Sally Wenman

Figure 24 Example of Report Exported to MS Word

5.6 User with Access to Multiple PEPs

Some users will have access to several PEPs, for organisational reasons. Ordinarily the reporting function defaults to run a report for the PEP you are viewing. You can run a report which will display information from all of the PEPs which a user has access to.

- To do this change the default radio button setting from

  “Run report for selected PEP”

  to

  “Run report all user’s PEPs” as shown below

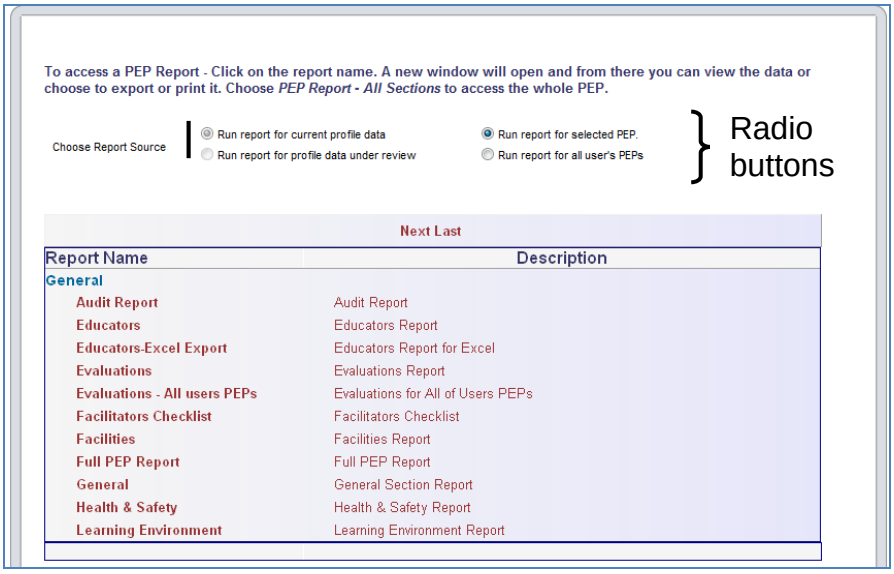

To access a PEP Report - Click on the report name. A new window will open and from there you can view the data or choose to export or print it. Choose PEP Report - All Sections to access the whole PEP.
Choose Report Source
Run report for current profile data
Run report for profile data under review
Run report for selected PEP.
Run report for all user's PEPs
Radio buttons
Next Last
Report Name
Description
General
Audit Report
Audit Report
Educators
Educators Report
Educators-Excel Export
Educators Report for Excel
Evaluations
Evaluations Report
Evaluations - All users PEPs
Evaluations for All of Users PEPs
Facilitators Checklist
Facilitators Checklist
Facilities
Facilities Report
Full PEP Report
Full PEP Report
General
General Section Report
Health & Safety
Health & Safety Report
Learning Environment
Learning Environment Report

Figure 25 Radio button selection for reports

This function may be useful when running the “Students on Host” report, and the “Audit Report”.

As explained in section 5.5 the resultant reports can be printed or exported to other formats, such as MS Word or Excel.

5.7 Audit Report

Please note this section is for Placement Development Team Leads and Placement Audit Administrators.

The users indicated above require Audit reports for the Trust(s), which they have responsibilities for. Their access rights to the PEPs in ARC will reflect these responsibilities.

As explained in section 5.6, when viewing an individual PEP, navigate to the Reports tab, and change the default radio button setting to: “Run report for all user’s PEPs”.

- Click on “Audit Report”. A new window will open (Figure 26)

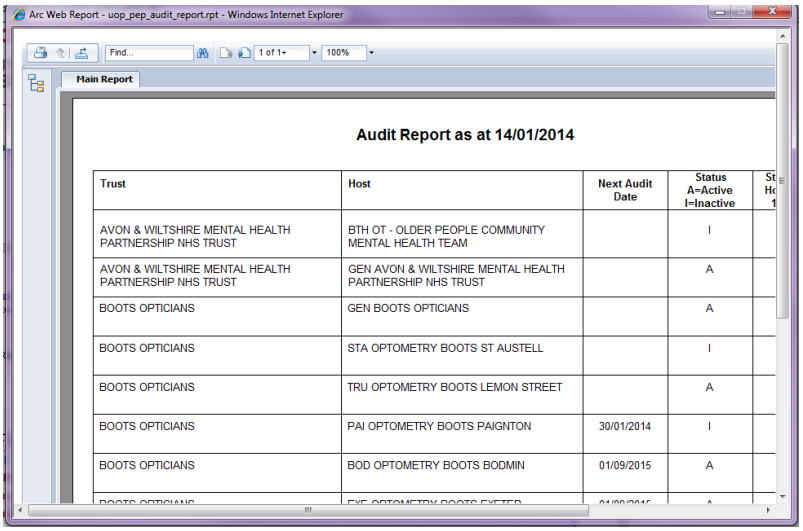
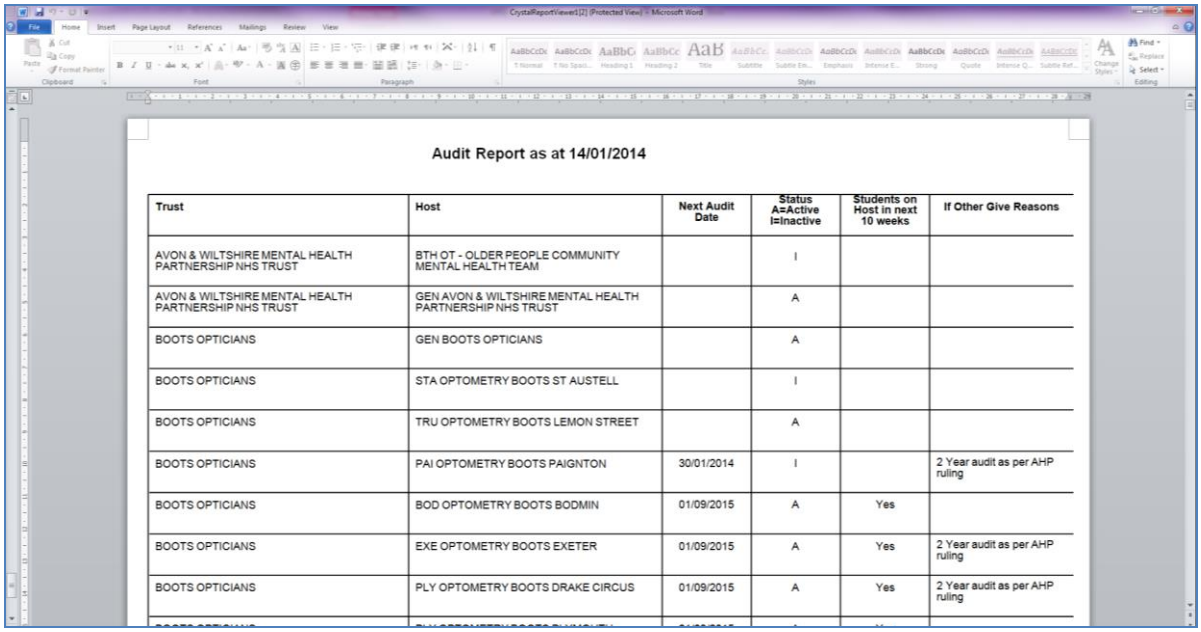


Figure 26 Example of Audit Report

The information returned will display:

- Trust name(s)
- Placement title including 3 letter geographic prefix
- Date of next audit due (this is the date one year in advance of the last audit)
- Indicator showing the placement status, whether Active (Y), or Inactive (N)
- Students on Host in next 10 weeks – indicating whether there are students on placement during the next 10 weeks, from the date the report is run

As explained in section 5.5 the resultant reports can be printed, or exported to other formats such as MS Word (Figure 22 and Figure 23).



Audit Report as at 14/01/2014

Trust	Host	Next Audit Date	Status A=Active I=Inactive	Students on Host in next 10 weeks	If Other Give Reasons
AVON & WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST	BTH OT - OLDER PEOPLE COMMUNITY MENTAL HEALTH TEAM		I		
AVON & WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST	GEN AVON & WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST		A		
BOOTS OPTICIANS	GEN BOOTS OPTICIANS		A		
BOOTS OPTICIANS	STA OPTOMETRY BOOTS ST AUSTELL		I		
BOOTS OPTICIANS	TRU OPTOMETRY BOOTS LEMON STREET		A		
BOOTS OPTICIANS	PAI OPTOMETRY BOOTS PAIGNTON	30/01/2014	I		2 Year audit as per AHP ruling
BOOTS OPTICIANS	BOD OPTOMETRY BOOTS BODMIN	01/09/2015	A	Yes	
BOOTS OPTICIANS	EXE OPTOMETRY BOOTS EXETER	01/09/2015	A	Yes	2 Year audit as per AHP ruling
BOOTS OPTICIANS	PLY OPTOMETRY BOOTS DRAKE CIRCUS	01/09/2015	A	Yes	2 Year audit as per AHP ruling

Figure 27 Example of an Audit Report exported to MS Word

6 Step-by-Step Guide to EDIT Information

- Login to PEP (see section 2.2)
- Navigate to your PEP (see section 3)
- Click on the 'Check Out' Icon (Figure 28) to amend the profile. This will take you to the profile homepage (Figure 29).

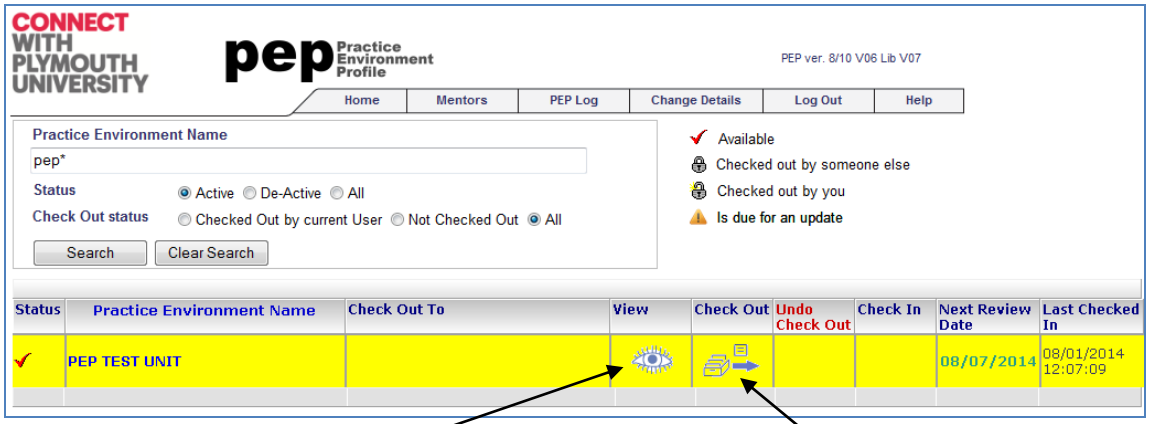


Figure 28 PEP Homepage

View Icon

Check Out Icon

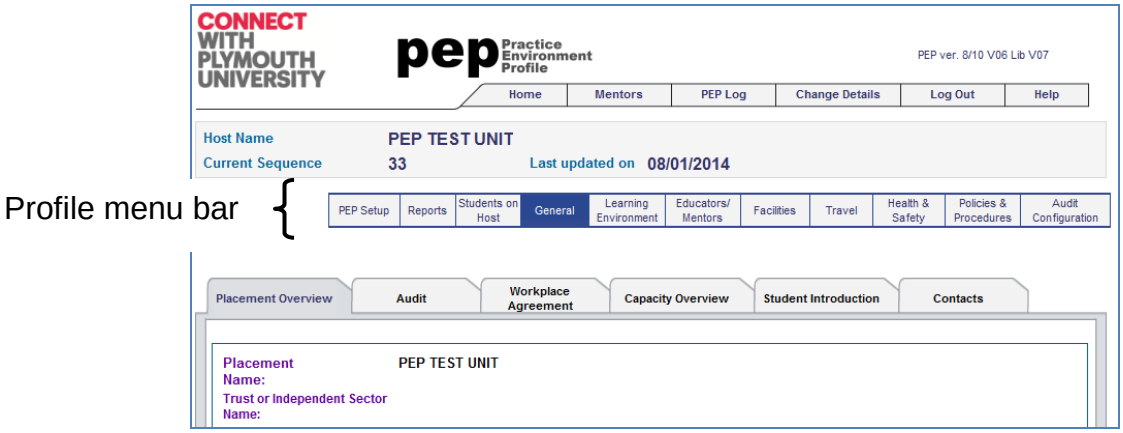


Figure 29 Profile Homepage

6.1 Profile Menu

The Profile menu bar (Figure 29) provides links to key sections within the placement. This data is visible to students via the Placements website (POW). Click on any button to navigate through it.

PEP Setup	Guidance notes for editing PEPs
Reports	Provides the PEP user with the facility to prepare, print or export management reports on educators, facilities, general information, health and safety, the learning environment, students on host, travel, equality & diversity issues, incidents/accidents, infection control, inoculations, pregnancy and sickness.
Students on Host	Provides the placement area to access student allocations to their area, with limited access to contact details for students
General	Placement overview, audits, capacity, student introduction and contacts, Dress Code, working patterns, shift times
Learning Environment	Information for all students and individual programme about individual PEPs, learning experience, team profiles & type of care provided by the team
Educators/Mentors	for Educators/Mentors linked to this area who are qualified to supervise students in placement (in development for some Trusts)
Facilities	Information for students about the Library, Computing & Study Area, Canteen and Changing Facilities
Travel	Directions, public transport and parking
Health and Safety	Employers Liability, Public Liability
Policies & Procedures	Incidents/accidents, inoculation injuries, infection control, pregnancy, sickness and Equality &Diversity

6.2 Colour Coding of Profile Information

Profile fields are colour coded to indicate who, and at what level, the information is populated and edited.

Purple	Information taken from the ARC database. Trust and placement users must contact : pepsupport@plymouth.ac.uk to request any changes
Green	Generic information populated at Trust level from GEN XXX PEP templates (where XXX is your Trust name. On completion of changes to a GEN, notify pepsupport@plymouth.ac.uk to ensure the changes are populated across all PEPs within your Trust or placement area
Blue	Information can be amended by individual placement host areas, by a user with editable rights

Therefore, the following table shows who can edit specific areas:

Section	Colour	PEP Support	PDT Lead	User with Edit Rights
General	**Purple**	X		
	Green		X	
Learning Environment	**Blue**			X
Educator/Mentor Database	**Blue**			X
Facilities	**Green**		X	
	Blue			X
Travel	**Green**		X	
	Blue			X
Health & Safety	**Green**		X	
	Blue			X
Policies & Procedures	**Green**		X	

6.3 Generic PEPs

Placements prefixed with GEN are generic PEPs. These PEPs allow you to enter data at a Trust or Hospital level, i.e. policies/procedures which are applicable across the whole Trust. Meaning you only need enter this information once, e.g.

GEN PLYMOUTH HOSPITALS NHS TRUST	In this example you can enter data on the PEP which is applicable to any placement areas within Plymouth Hospitals i.e. policies, procedures, health and safety information.

PDT leads have permission to edit GEN PEPs.

If you have the right to Check In a placement area, you may see the Check In icon here, regardless of whether it is you that has Checked Out the PEP.

6.4 Editing the PEP

- 'Check Out' the PEP and click on the Edit PEP button.

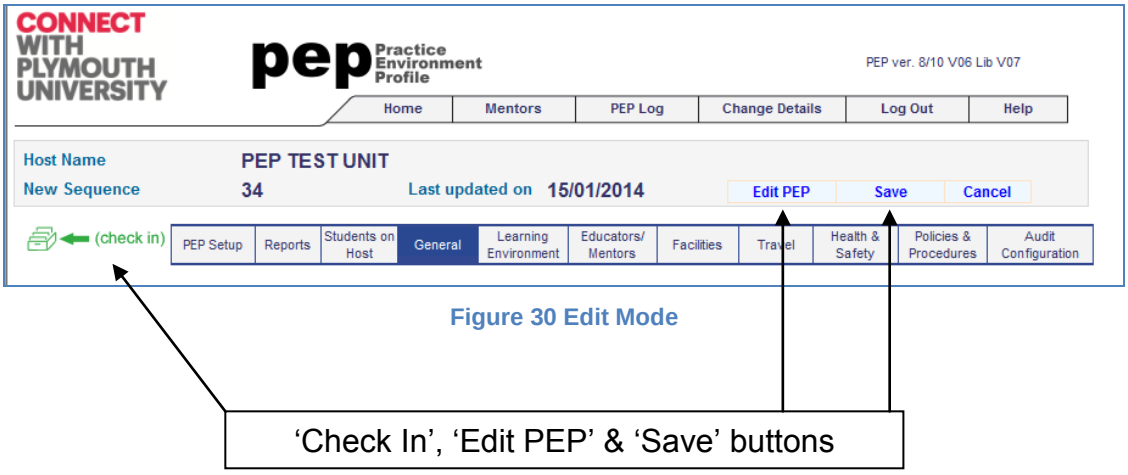


Figure 30 Edit Mode

The website has a **timeout setting**. If there is inactivity for 20 minutes you will be **automatically logged out** and have to **start again**! Therefore, whilst editing your PEP, make sure you **regularly save the information** so you **do not lose any data**. *TOP TIP – In practice you may find it easier to copy information from a Word document and copy it into PEP!*

- Go through ALL sections, and sub-sections, of the PEP filling in as much information as possible. Please check the quality of your information to ensure that all sections are accurate, in particular those fields aimed at students on placement, avoiding abbreviations
- Click on SAVE regularly, then click on Edit PEP to re-enter edit mode.
- When complete, click on the Check In icon

If you have any technical problems or feedback email pepsupport@plymouth.ac.uk stating your name and/or the host manager's name, practice area, telephone number/s for contact and any technical error messages.

6.4.1 Adding Web Links

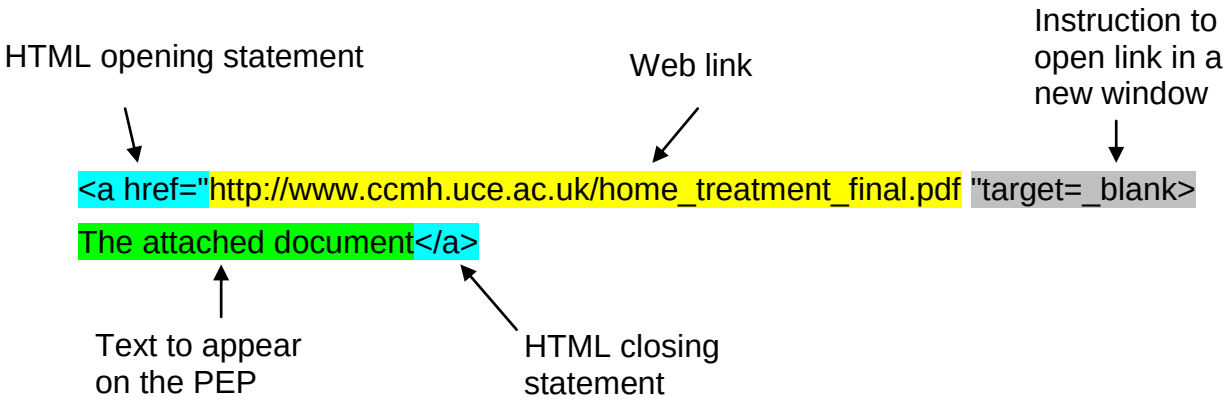
Bodmin crisis resolution home treatment team wants to attach to their PEP, a web link to a recommended reading document. The document is available from www.ccmh.uce.ac.uk/home_treatment_final.pdf .

To include this document within the Recommended Reading paragraph type:

Recommended Reading

 The attached document gives a lot of information on Crisis Resolution Home Treatment which may help your understanding, but please don't feel that you need to know all this. We have relevant reading material available once you start.

A breakdown of the web link in HTML is:



Please note that the quote marks must be in Arial font, otherwise the link will not work.

The student view of this web link is:

Recommended Reading

The attached document gives a lot of information on Crisis Resolution Home Treatment which may help your understanding, but please don't feel that you need to know all this. We have relevant reading material available once you start.

6.4.2 General

This section holds general information on the Placement area, including:

Placement Overview	General information
Audit	When the next audit is due
Capacity Overview	Maximum No. of students hosted by the placement area
Student Introduction	Welcome letter from the Trust or organisation
Contacts	Placement and university contacts

It is important to note that some of these fields (coloured purple), i.e. Name, contact details and category are populated from the ARC database. These areas are not editable through the PEP site. If you wish to amend this information, email pepsupport@plymouth.ac.uk.

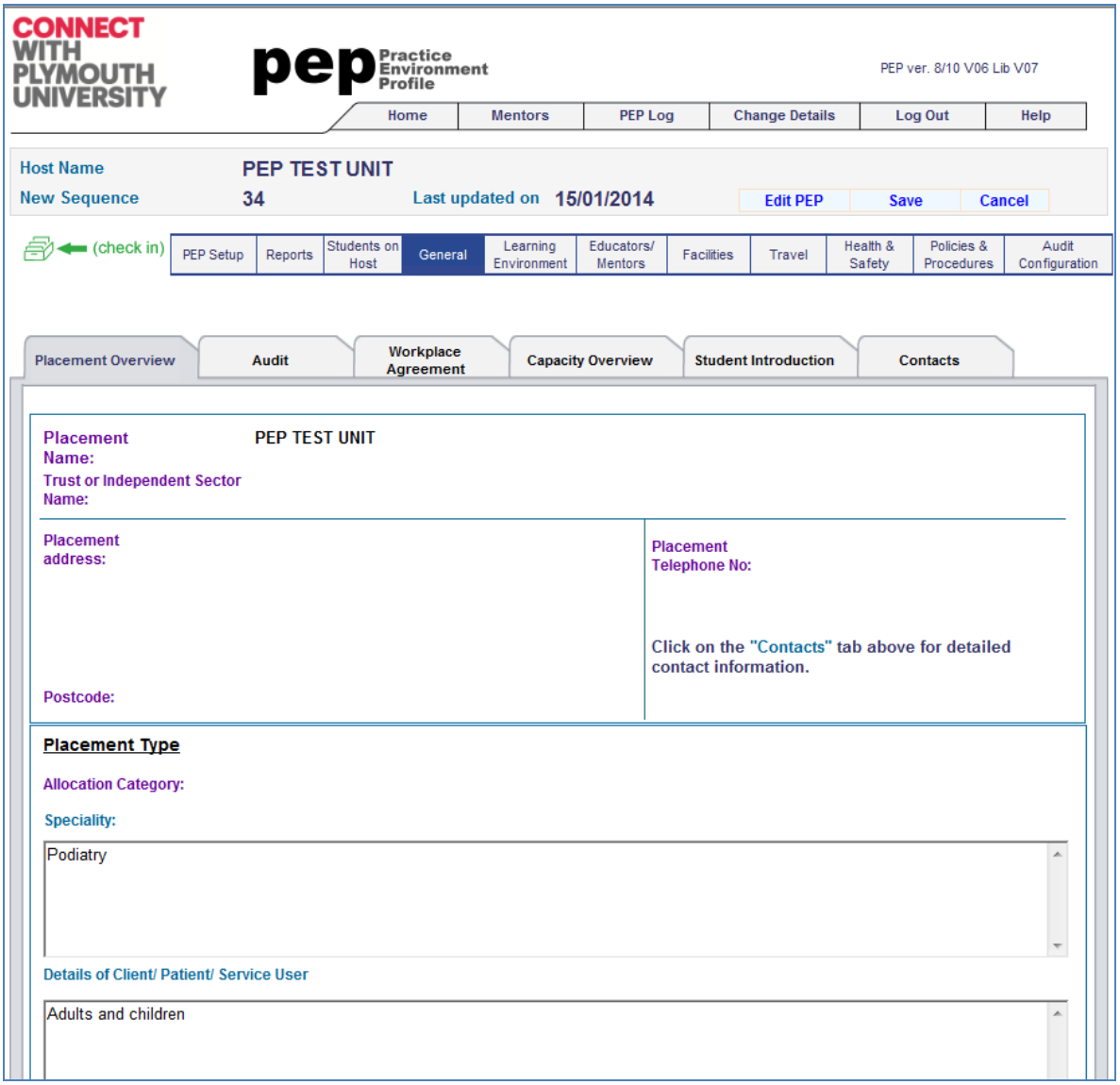


Figure 31 General Placement Overview

6.4.3 Learning Environment

This section contains information specific to the placement, including an introductory letter to all students, and specific information for particular disciplines.

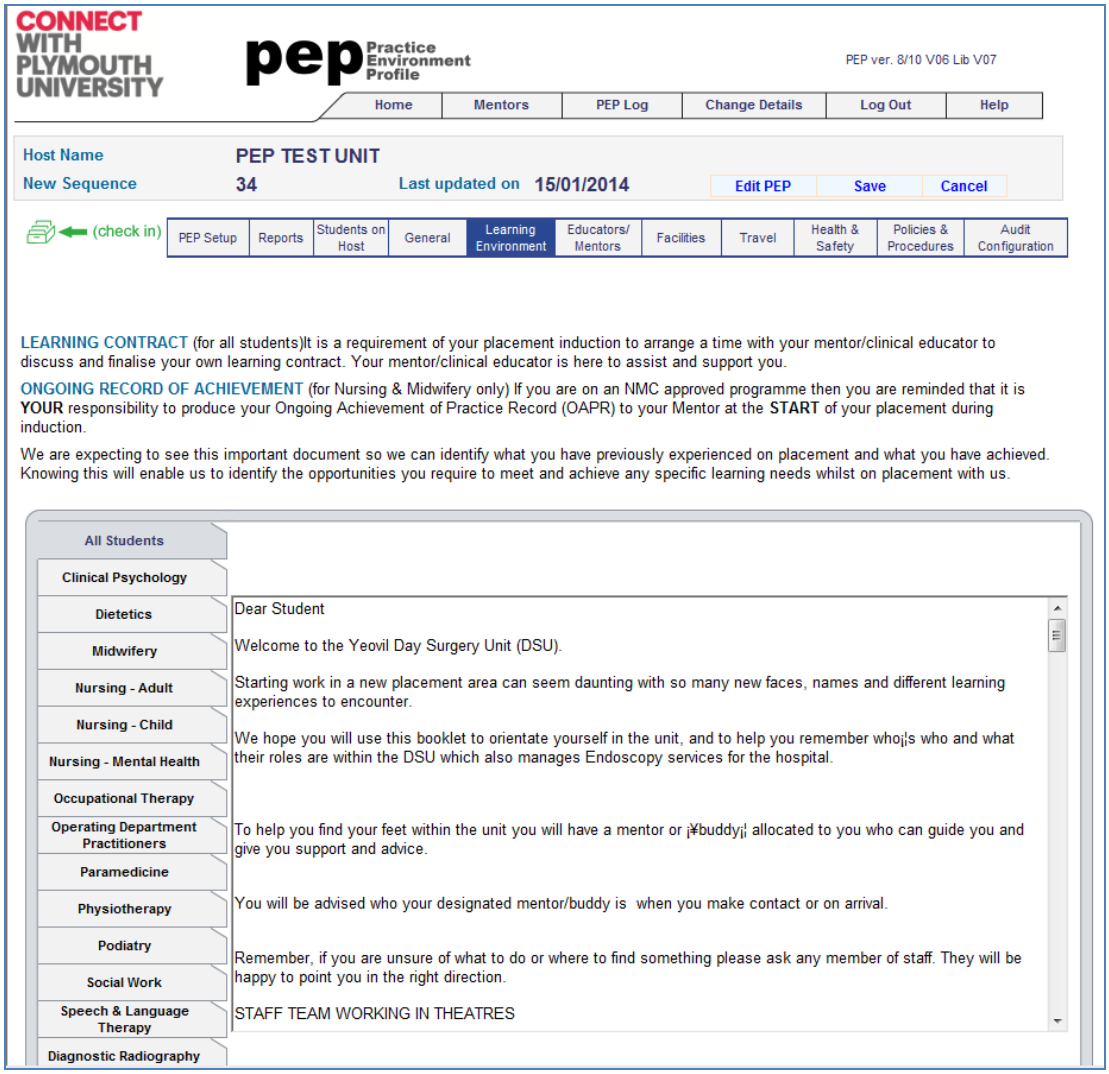

CONNECT WITH PLYMOUTH UNIVERSITY
pep Practice Environment Profile
PEP ver. 8/10 V06 Lib V07
Home
Mentors
PEP Log
Change Details
Log Out
Help
Host Name
PEP TEST UNIT
New Sequence
34
Last updated on
15/01/2014
Edit PEP
Save
Cancel
(check in)
PEP Setup
Reports
Students on Host
General
Learning Environment
Educators/ Mentors
Facilities
Travel
Health & Safety
Policies & Procedures
Audit Configuration
LEARNING CONTRACT (for all students)It is a requirement of your placement induction to arrange a time with your mentor/clinical educator to discuss and finalise your own learning contract. Your mentor/clinical educator is here to assist and support you.
ONGOING RECORD OF ACHIEVEMENT (for Nursing & Midwifery only) If you are on an NMC approved programme then you are reminded that it is YOUR responsibility to produce your Ongoing Achievement of Practice Record (OAPR) to your Mentor at the START of your placement during induction.
We are expecting to see this important document so we can identify what you have previously experienced on placement and what you have achieved. Knowing this will enable us to identify the opportunities you require to meet and achieve any specific learning needs whilst on placement with us.
All Students
Clinical Psychology
Dietetics
Midwifery
Nursing - Adult
Nursing - Child
Nursing - Mental Health
Occupational Therapy
Operating Department Practitioners
Paramedicine
Physiotherapy
Podiatry
Social Work
Speech & Language Therapy
Diagnostic Radiography
Dear Student
Welcome to the Yeovil Day Surgery Unit (DSU).
Starting work in a new placement area can seem daunting with so many new faces, names and different learning experiences to encounter.
We hope you will use this booklet to orientate yourself in the unit, and to help you remember who¡¦s who and what their roles are within the DSU which also manages Endoscopy services for the hospital.
To help you find your feet within the unit you will have a mentor or ¡¥buddy¡¦ allocated to you who can guide you and give you support and advice.
You will be advised who your designated mentor/buddy is when you make contact or on arrival.
Remember, if you are unsure of what to do or where to find something please ask any member of staff. They will be happy to point you in the right direction.
STAFF TEAM WORKING IN THEATRES

Figure 32 Learning Environment

6.4.4 Educators/Mentors

This section allows you to see mentors linked to a specific PEP. Here you can also remove a mentor, and add a new mentor to this PEP.

a. How to View Mentors Linked to your PEP

1. Login to PEP as usual.
2. Search for the PEP you want to look at and click on the View eye icon as in Figure 33.

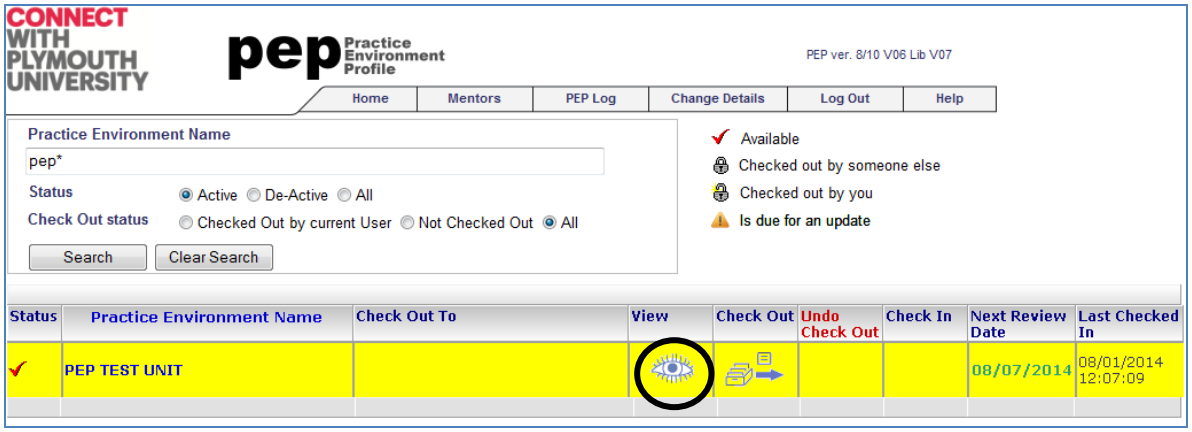


Figure 33

3. To view the mentors currently attached to this PEP click on the Educators/Mentors tab as shown in Figure 34.

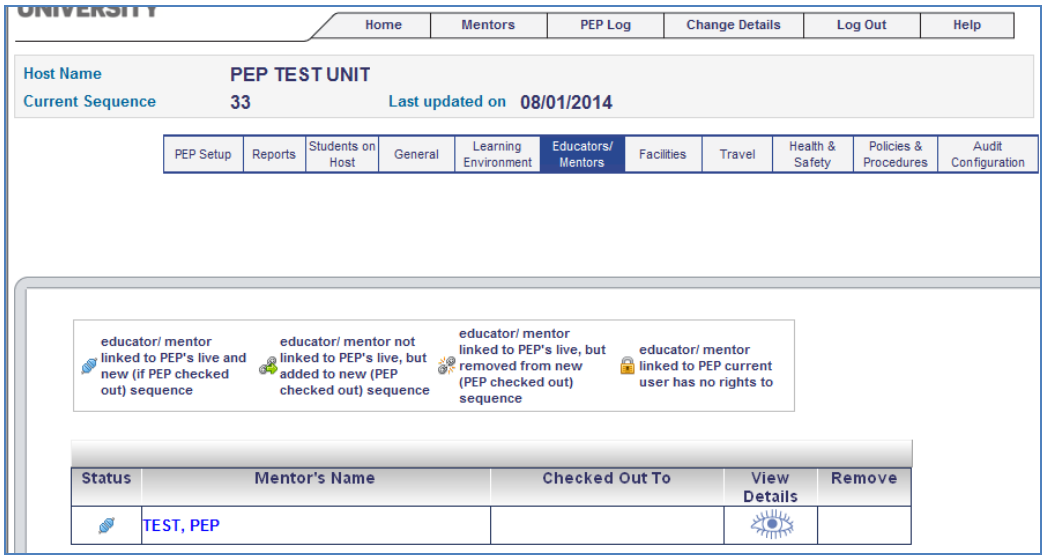


Figure 34

b. How to Add a Mentor

1. Login to PEP as usual.
2. Once logged in, instead of searching for a PEP, click on the Mentors tab (Figure 35).

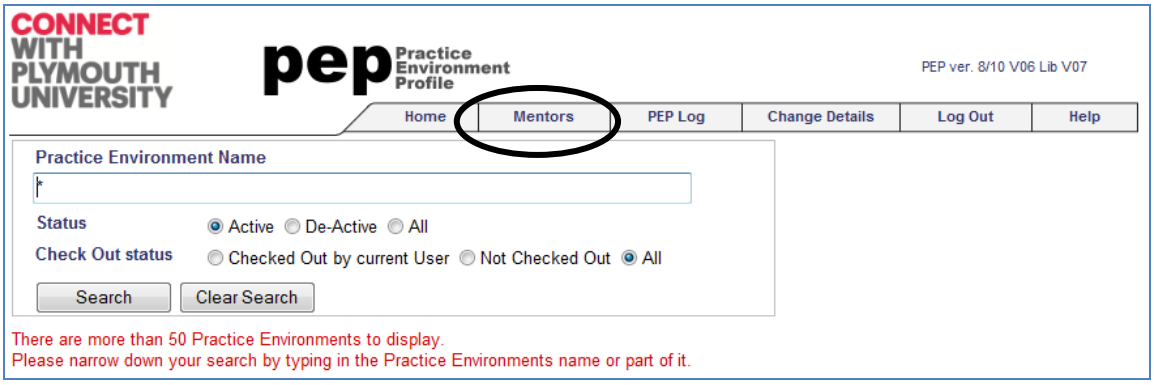


Figure 335

3. You will see the screen below (Figure 36). Click on the 'Add' button.

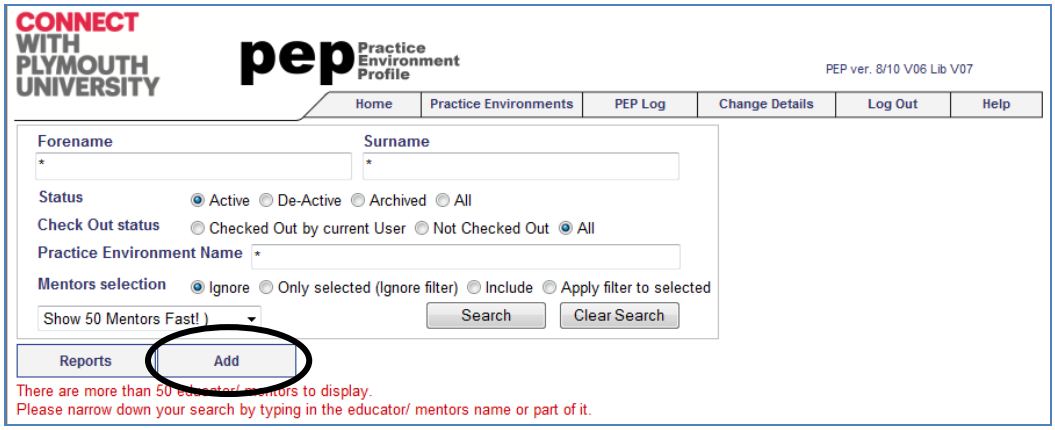


Figure 36

4. You will now be taken into Edit Mode (as shown in Figure 37). Enter the information you have for your new mentor, don't worry if you can't complete every section, just complete as much as you can.

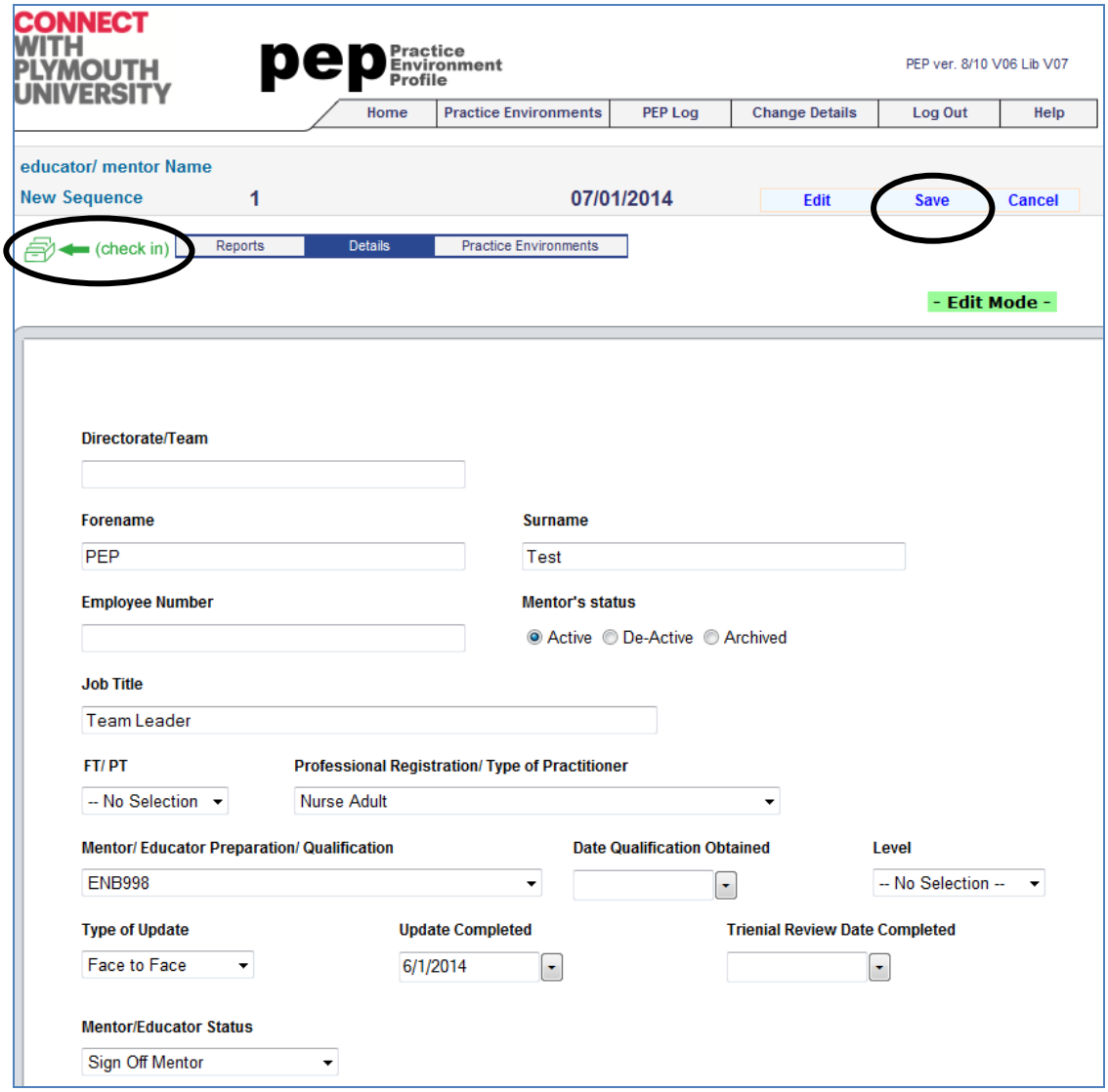


Figure 37

5. Once you have finished entering the information, click 'Save' and then 'Check In' as circled in Figure 37. You will now see your Mentor has been created as in Figure 38.

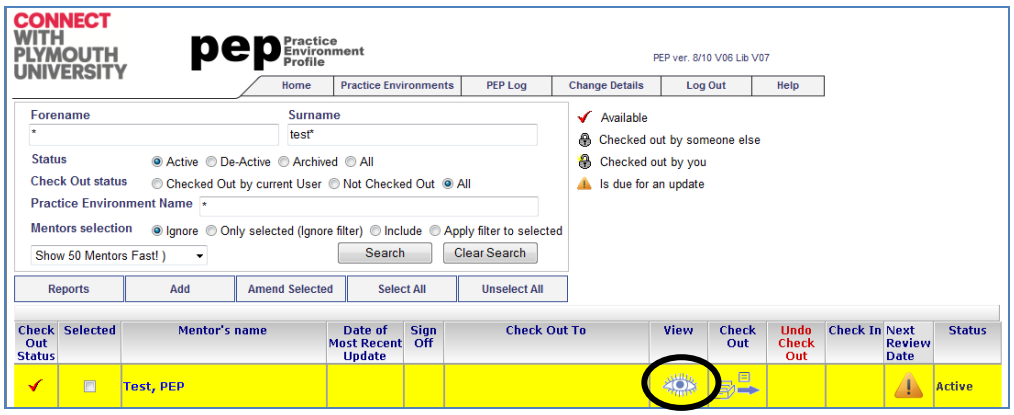


Figure 38

To link this mentor to a PEP, click on the 'View' eye symbol as circled in Figure 38. Now click on Practice Environments as shown below in Figure 39. This will show you the PEP that this Mentor is linked to. To add a new PEP, click 'Add New' (Figure 39).

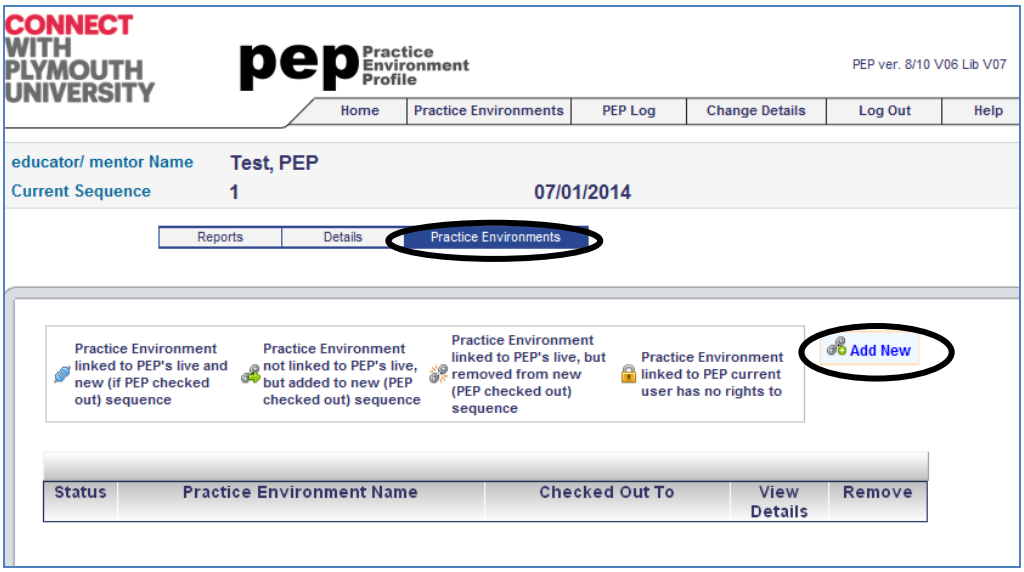


Figure 39

6. Search for the PEP as you would normally when logging into PEP. When you find the PEP you need to add the Mentor to, select it by ticking the box and then click on 'Post' as shown in Figure 40.

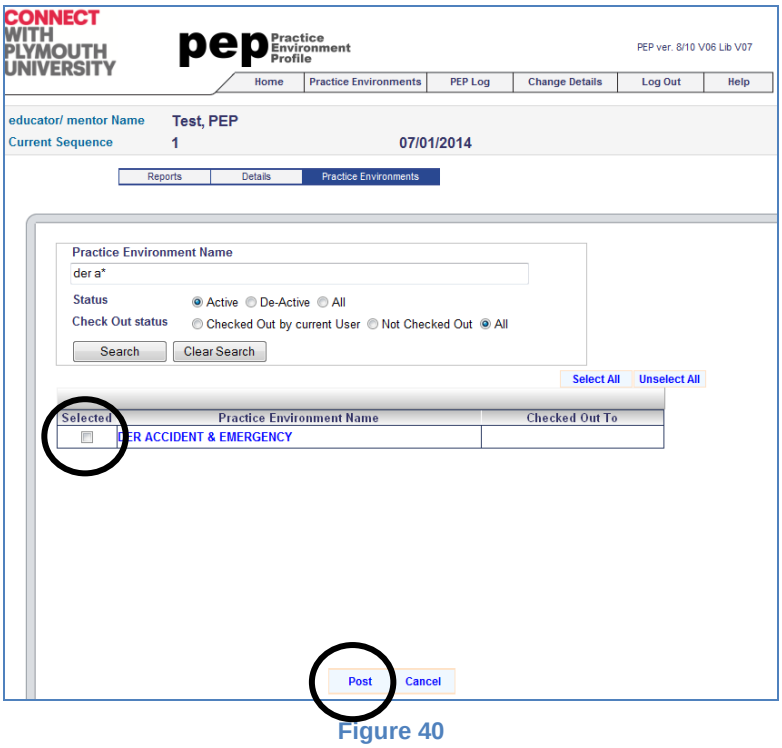


Figure 40

c. How to Edit Mentor Details

1. Login to PEP as usual.
2. Once logged in, click on the Mentors tab (Figure 41).

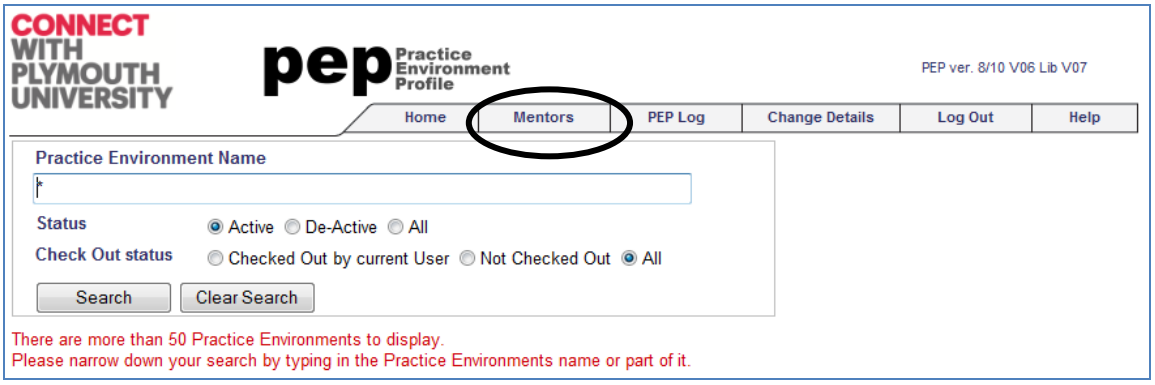


Figure 41

3. To search for a mentor, enter their information in the form below. Once you have done this, click on the search button (Figure 42).

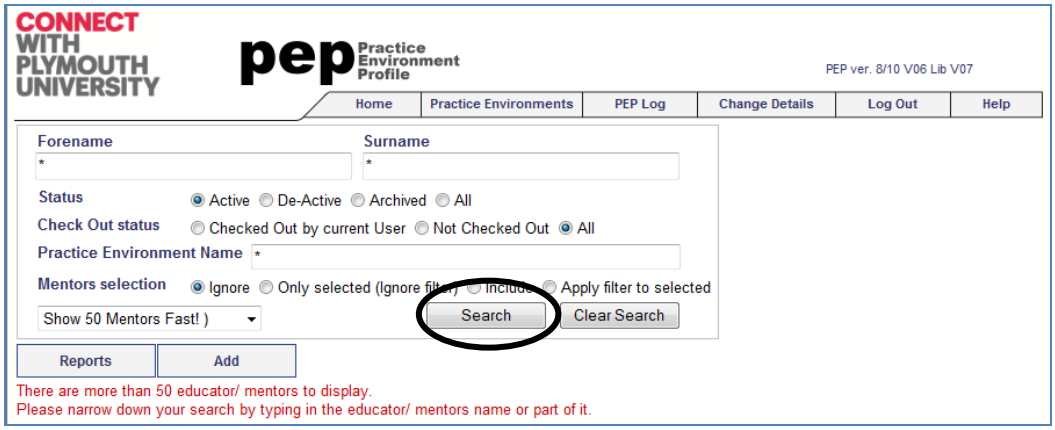


Figure 42

You must 'Check Out' the Mentor before you can make any changes. Click on the 'Check Out' button (Figure 43).

<u>NB: Do not use the 'Amend Selected' tab as this function is for batch processing only</u>

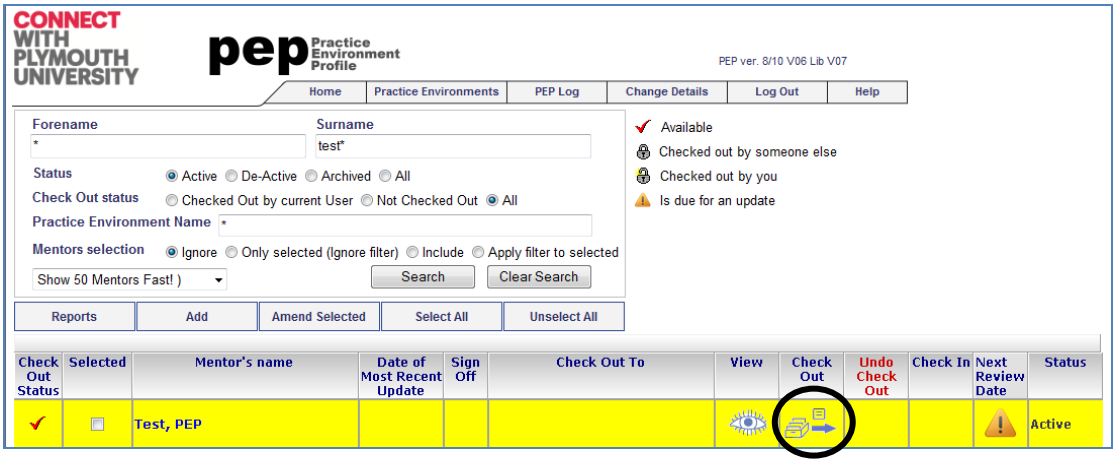


Figure 43

4. Once the PEP is checked out, you will need to go into edit mode. To do this click on 'Edit' (Figure 44).

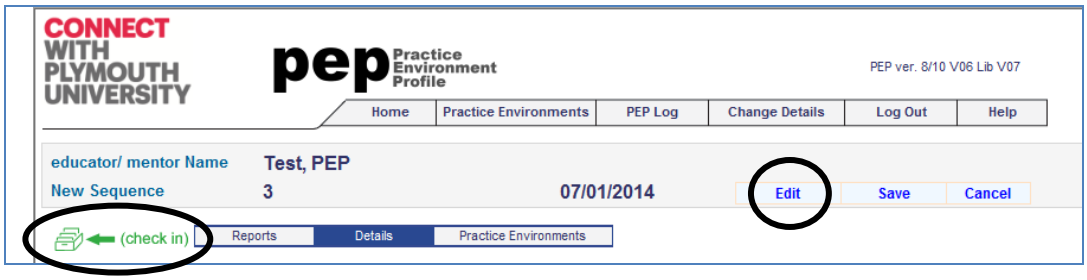


Figure 44

5. When you have made your changes, click on 'Save' to exit edit mode and then check the mentor back in by clicking 'Check In' (Figure 44).

If you need further help with the Mentor/Educator section, please email pepsupport@plymouth.ac.uk and the Support Team will get back to you.

6.4.5 Facilities

This section provides the user with a profile of the Facilities available to staff and students at this placement, e.g. library, computing & study areas, canteen and changing facilities. This is information may be applicable to the whole Trust. Therefore, it may be populated using the Generic PEP profile, i.e. GEN PLYMOUTH HOSPITALS NHS TRUST.

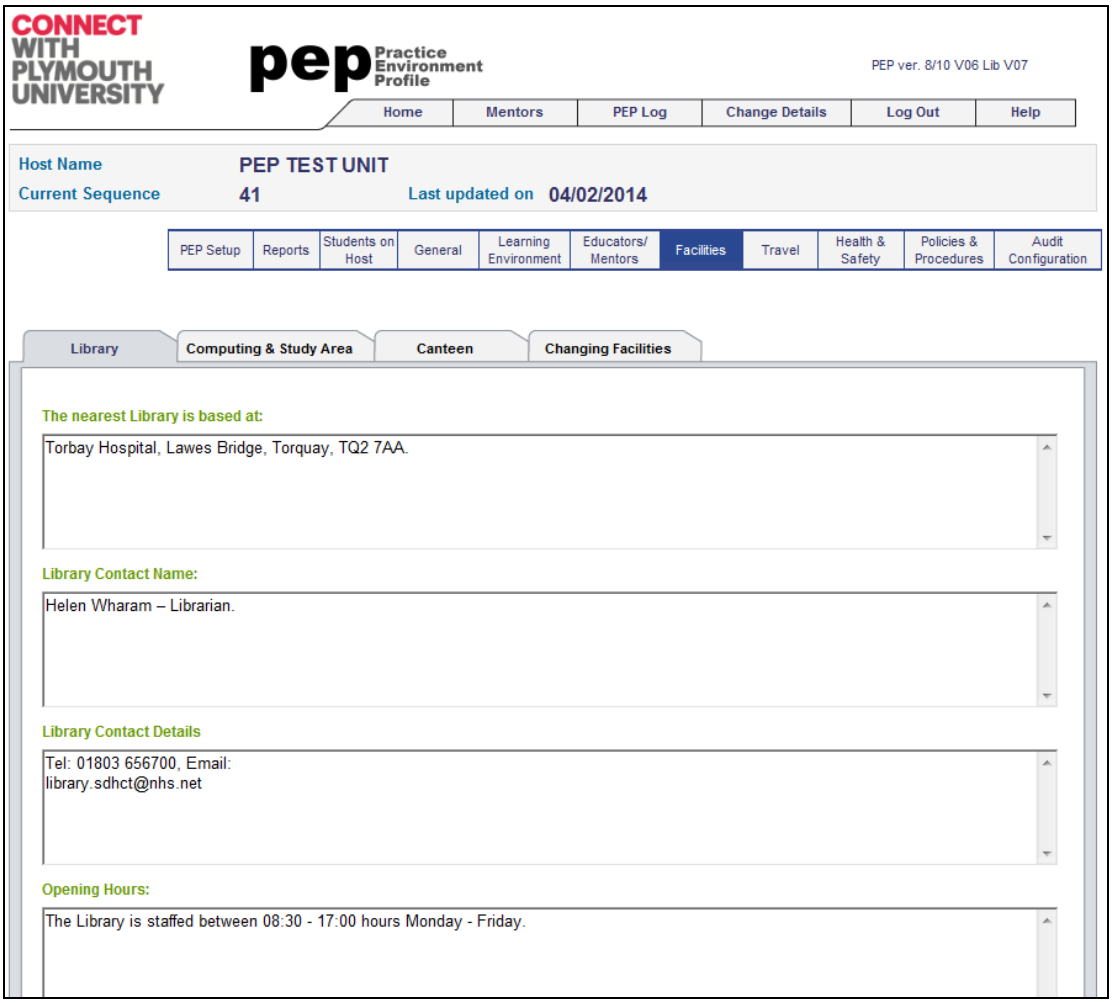


Figure 45 – Facilities

6.4.6 Travel

The Travel section may contain information that is Trust/Hospital wide so the Generic PEP model may be used here. For the Generic Trust PEP enter the information into the GEN PLYMOUTH HOSPITALS NHS TRUST for example.

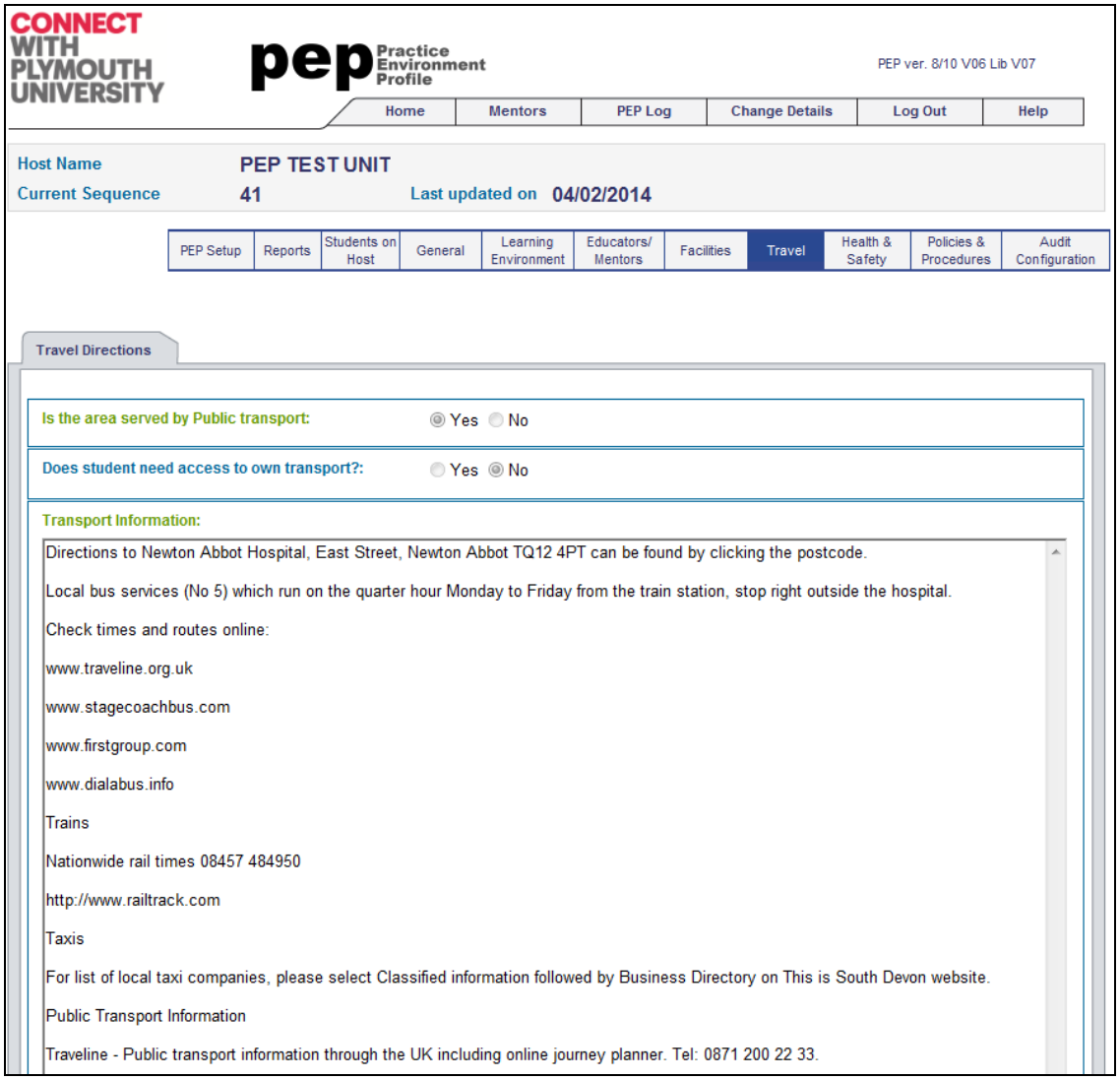


Figure 46 – Travel

6.4.7 Health & Safety

This section contains employer and public liability insurance details. It may be populated using the Generic PEP profile, i.e. GEN PLYMOUTH HOSPITALS NHS TRUST. Information held in any of the Generic PEPs could be added to, or overwritten by, the Placement level if appropriate.

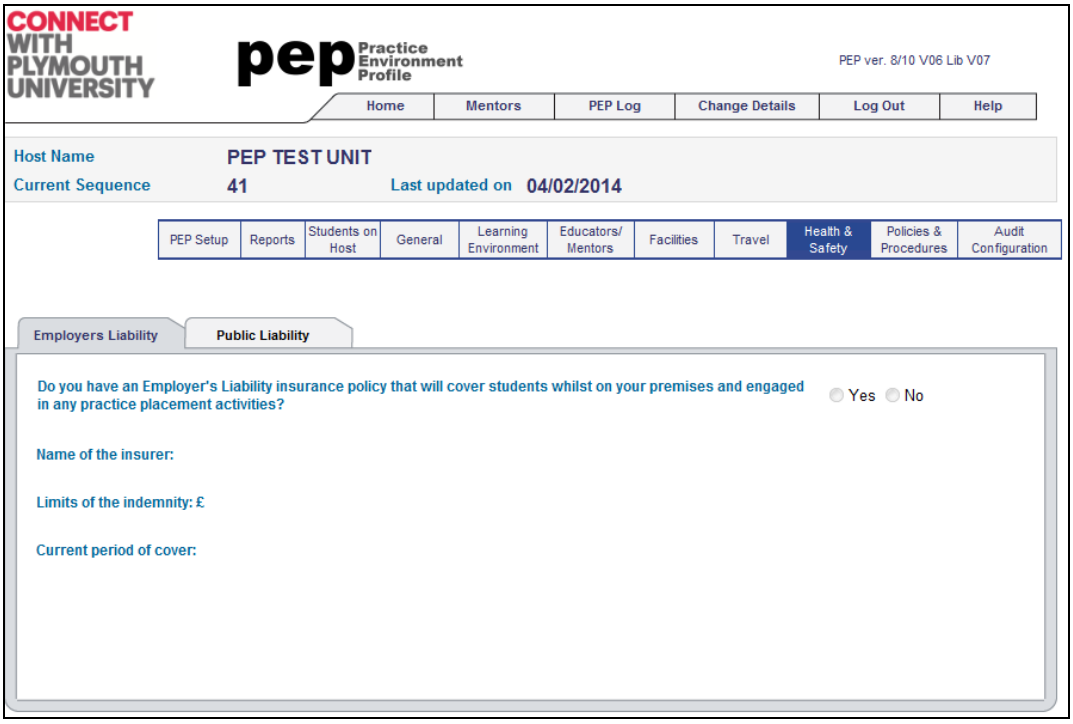


Figure 47 – Health & Safety

6.4.8 Policies & Procedures

This section may also contain information that is Trust/Hospital wide, so the Generic PEP model could be used here. Information held in any of the Generic PEPs could be added to, or overwritten by, the Placement level if appropriate.

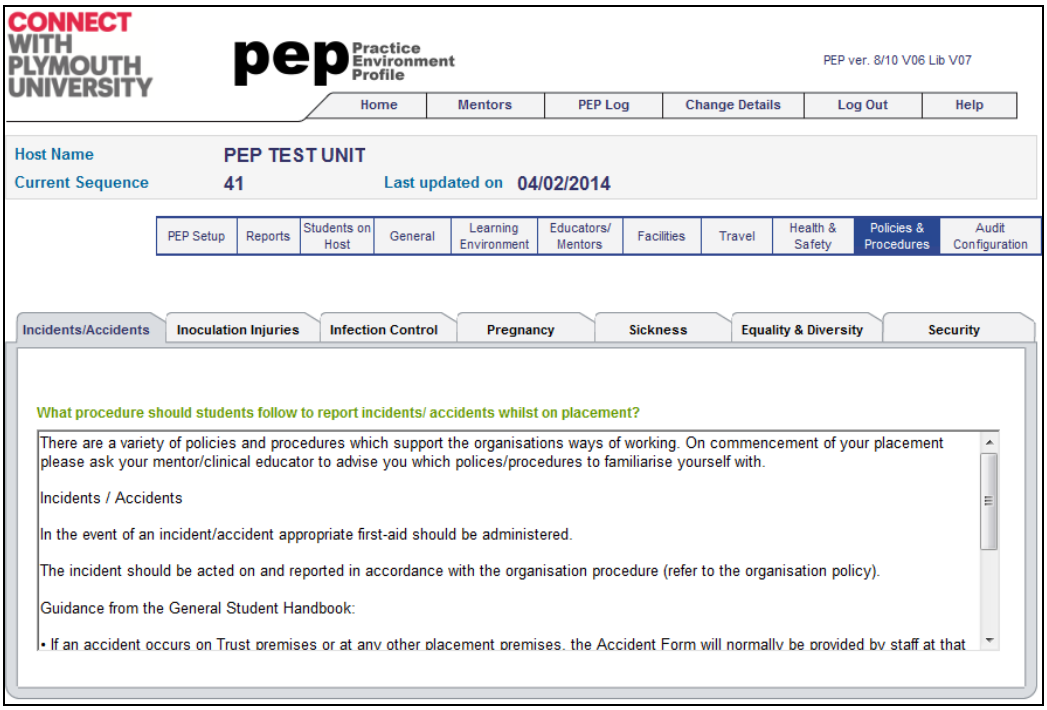

CONNECT WITH PLYMOUTH UNIVERSITY
pep Practice Environment Profile
PEP ver. 8/10 V06 Lib V07
Home
Mentors
PEP Log
Change Details
Log Out
Help
Host Name
PEP TEST UNIT
Current Sequence
41
Last updated on 04/02/2014
PEP Setup
Reports
Students on Host
General
Learning Environment
Educators/ Mentors
Facilities
Travel
Health & Safety
Policies & Procedures
Audit Configuration
Incidents/Accidents
Inoculation Injuries
Infection Control
Pregnancy
Sickness
Equality & Diversity
Security
What procedure should students follow to report incidents/ accidents whilst on placement?
There are a variety of policies and procedures which support the organisations ways of working. On commencement of your placement please ask your mentor/clinical educator to advise you which polices/procedures to familiarise yourself with.
Incidents / Accidents
In the event of an incident/accident appropriate first-aid should be administered.
The incident should be acted on and reported in accordance with the organisation procedure (refer to the organisation policy).
Guidance from the General Student Handbook:
• If an accident occurs on Trust premises or at any other placement premises, the Accident Form will normally be provided by staff at that

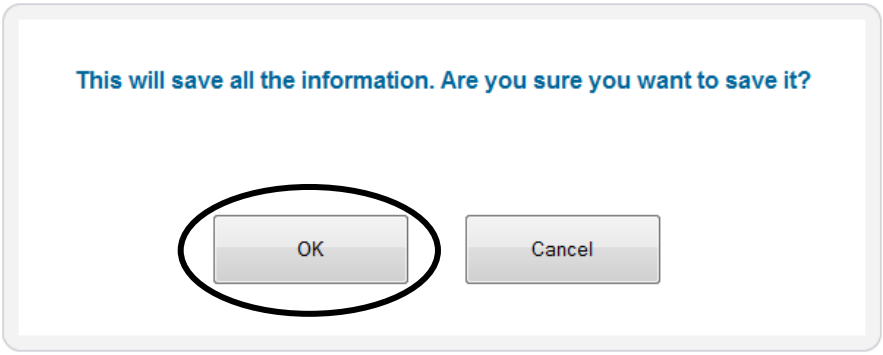
Figure 48 – Policies and Procedures

6.4.9 Edit Complete – The Final Steps

The final step to ensure you have finished updating your PEP and saved the data back to the database may vary slightly depending on your user rights.

- Once you have updated your PEP using the Edit PEP,
- Click on the Save button
- Click on the Check In button

- The following confirmation box will appear, then click OK



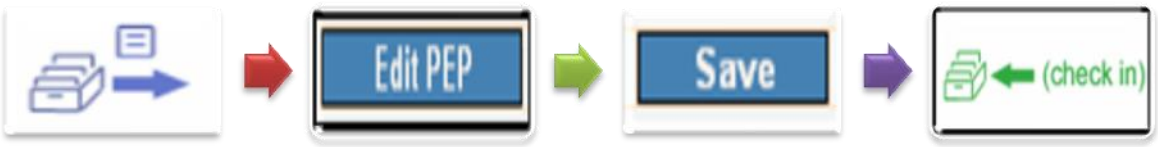
The page will reload and return you to the home screen. Your name will no longer appear next to the PEP. Your changes are written to the database and the Last Updated data in the Date Info column will show today's date.

6.5 Overview of the Editing Process

The following models the editing process:

The timeout setting is 20 minutes – remember to regularly save your work!

The following shows the actual buttons to press for this process:



6.6 Checked Out PEPs

If the PEP you require is already Checked Out by another user, you cannot edit it. You can view it by selecting the View icon. To change it: either wait until the profile is Checked In or contact the profile editor to say you also have some changes.

- Click on the name of the user in the Checked Out To column which takes you to an email template.
- Enter a subject and message text into the template and press send. A confirmation message appears on the screen – 'email was sent successfully'.

6.7 Log Out

- Click Save to ensure you have saved any changes
- Click Check In to return the PEP to the database
- Click the Log Out button on the PEP main menu bar

If you do not Check In your PEP back to the database, your PEP may be unavailable to other PEP users.

Annex A Practice Environment Prefixes & Naming Convention

Each placement area is prefixed with a 3-letter code, which is either a specific hospital code or a location/town. Below is a list of commonly used pre-fixes. For a full list of prefixes, please go to the POPPI website. To change the code that your area is listed under, please email pepsupport@plymouth.ac.uk.

Prefix	Name	Area
ASB	Ashburton	Devon
AXM	Axminster	Devon
BFD	Blandford	Dorset
BFL	Buckfastleigh	Devon
BID	Bideford	Devon
BOD	Bodmin	Cornwall
BOS	Burnham-on-Sea	Somerset
BOU	Bournemouth	Other
BOV	Bovey Tracey	Devon
BPT	Bridport	Dorset
BRA	Braunton	Devon
BRS	Bristol	Other
BRX	Brixham	Devon
BSP	Barnstaple	Devon
BTH	Bath	Other
BUD	Budleigh Salterton	Devon
BUE	Bude/Stratton	Cornwall
BWR	Bridgwater	Somerset
CAL	Callington	Cornwall
CAM	Camborne	Cornwall
CCH	Christchurch	Dorset
CCY	Castle Cary	Somerset
CHA	Chard	Other
CHE	Cheltenham	Other
CLE	Clevedon	Somerset
CML	Camelford	Cornwall
CRE	Crediton	Devon
CRW	Crewkerne	Somerset
CUL	Cullompton	Devon
CUM	Cumberland Centre	Devon
DAR	Dartmouth	Devon
DAW	Dawlish	Devon
DBC	Dene Barton Community Unit	Devon
DER	Derriford Hospital	Devon
DOR	Dorchester	Dorset

DOS	Dorset	Dorset
DUC	Duchy Hospital	Cornwall
DUL	Dulverton	Somerset
EDH	Edward Hain Hospital	Cornwall
EXE	Exeter	Devon
EXM	Exmouth	Devon
FAL	Falmouth	Cornwall
FOW	Fowey	Cornwall
FRM	Frome	Somerset
FVH	Frome Victoria Hospital	Somerset
GEN	General Population of data (TRUSTS)	Other
GLA	Glastonbury	Somerset
GLO	Gloucester	Other
HAY	Hayle	Cornwall
HBR	Highbridge	Somerset
HLS	Helston	Cornwall
HOL	Holsworthy	Devon
HON	Honiton	Devon
HV1	Health Visitor Cornwall	Cornwall
HV2	Health Visitor Cornwall	Cornwall
ILC	Ilchester	Somerset
ILF	Ilfracombe	Devon
ILM	Ilminster	Somerset
IVY	Ivybridge	Devon
KIN	Kingsbridge	Devon
LAN	Langdon Hospital	Devon
LAU	Launceston	Cornwall
LEA	Leatside Surgery	Devon
LEE	Lee Mill	Devon
LGP	Langport	Somerset
LIS	Liskeard	Cornwall
LOE	Looe	Cornwall
LYN	Lynton	Devon
MGD	Mount Gould Hospital	Devon
MOR	Moretonhampstead	Devon
MUS	Musgrove Park Hospital	Somerset
MWS	Minehead & West Somerset Hospital	Somerset
NDD	North Devon District Hospital	Devon
NEW	Newton Abbot	Devon
NQY	Newquay	Cornwall
OAK	Oaktree Surgery	Cornwall
OKE	Okehampton Community	Devon
OOO	Out of area electives	Outside South West

OSM	Ottery St Mary	Devon
PAI	Paignton	Devon
PAR	Par	Cornwall
PEN	Penzance	Cornwall
PER	Perranporth	Cornwall
PLE	Poole	Dorset
PLY	Plymouth	Devon
PRI	Priory Health Park	Somerset
PSK	Plymstock	Devon
PTN	Plympton	Devon
RAD	Radstock	Somerset
RCH	Royal Cornwall Hospital	Cornwall
RDH	RDE Heavitree Hospital	Devon
RDW	RDE Wonford Hospital	Devon
RED	Redruth	Cornwall
SAL	Saltash	Cornwall
SBR	South Brent	Devon
SBY	Shaftesbury	Dorset
SCT	Scott Hospital	Devon
SEA	Seaton Community	Devon
SHE	Sherborne	Other
SHK	South Hams (Kingsbridge)	Devon
SHP	Shepton Mallet Community	Somerset
SID	Sidmouth	Devon
SIV	St Ives	Cornwall
SLB	Salisbury	Other
SMC	South Molton	Devon
SOM	Somerton	Somerset
SPT	South Petherton	Somerset
STA	St Austell	Cornwall
STM	St Michaels Hospital	Cornwall
STT	Street	Somerset
SUM	Summerlands Hospital Site	Somerset
SWG	Swanage	Dorset
SWI	Swindon	Other
TAU	Taunton	Somerset
TAV	Tavistock	Devon
TEI	Teignmouth	Devon
TIV	Tiverton	Devon
TON	Torrington	Devon
TOR	Torbay	Devon
TOT	Totnes	Devon
TPT	Torpoint	Cornwall
TQY	Torquay	Devon

TRO	Trowbridge	Wiltshire
TRU	Truro	Cornwall
VIC	Victoria Hospital	Devon
WAD	Williton & District Hospital	Somerset
WCH	West Cornwall Hospital	Cornwall
WDB	Wadebridge	Cornwall
WDC	Wellington & District Cottage Hospital	Somerset
WEL	Wellsprings Hospital Site	Somerset
WEY	Weymouth	Dorset
WHM	Wareham	Dorset
WHO	Wadebridge Health Office	Cornwall
WIM	Wimborne	Dorset
WIN	Wincanton	Somerset
WLN	Wellington	Somerset
WLS	Wells	Other
WNF	Wonford House Hospital	Devon
WPT	Whipton Hospital	Devon
WSM	Weston Super Mare	Somerset
XXX	Overseas Placements	Overseas
YEO	Yeovil District	Somerset

Please note this listing is correct at time of document production, please see www1.plymouth.ac.uk/placements/poppi for an up to date listing.